

	Texas Chiropractic College Policies and Procedures	Author: Eddie Crabb Approved by: President's Cabinet	Reviewed: 11/06/07 Revised:
		Title: EXTENDED POWER LOSS POLICY	

1.0 PURPOSE

- 1.1 To ensure safety of employees and students during an extended power loss.
- 1.2 To protect TCC's infrastructure.

2.0 SCOPE

- 2.1 TCC campus community.

3.0 POLICY

- 3.1 An extended power loss could be caused by loss of system integrity of electrical grid supplying the area, natural disaster such as inclement weather, accidental cutting of utility lines, etc. It is possible that if TCC is experiencing an extended power loss, so is the surrounding area; therefore, traffic lights maybe out of service, traffic congested and other hazardous situations could exist.
 - 3.1.1 TCC values the safety of every member of the campus community and expects that people will take responsibility for safeguarding their own welfare.
- 3.2 During a power loss, classes will not be canceled, employees will stay at their work places and will not leave the campus until length of power loss has been determined. Responsible TCC administrators will contact the local utility company for an estimated length of the power loss. A decision will then be made by the President /designee and communicated to faculty, employees and students that the college is either remaining open or closing due to an extended power loss.
- 3.3 All equipment will be turned off to avoid power surges upon restoration of service (except any equipment that has its own interruptible power supply).
- 3.4 Elevators in Harris, Learning Resource Center and Russell buildings will be checked by those Building Emergency Coordinators for stranded individuals. Maintenance Department will make a follow-up check of elevators again before leaving the campus if a decision is made to close the college.
- 3.5 Cafeteria Manager will contact the Director of Maintenance and make arrangements to use the generator for auxiliary electricity for the refrigerators and freezers.
- 3.6 Director of Maintenance will make arrangements with local electrical contractors to supply an emergency generator for IT and the Turley Buildings if power outage is 48 hours or longer.

- 3.6 The Incident Commander will communicate with local authorities and inform Maintenance Department and IT Manager when to expect recovery of operations.

4.0 RESPONSIBILITIES

- 4.1 TCC President / designee
- 4.2 Vice President of Student Affairs (Incident Commander)
- 4.3 Building Emergency Coordinators
- 4.4 Director of Maintenance
- 4.5 Cafeteria Manager
- 4.6 Employees

5.0 PROCEDURES

- 5.1 Keep flashlights at all work stations for extended power loss events and other emergency situations such as inclement weather.
- 5.2 TURN OFF:
 - Essential equipment: Computers and monitors, printers, scanners, copiers, and laboratory equipment. Turn off refrigerators, freezers and vending machines according to Extended Power Loss Policy.
 - Non-essential electrical appliances: Coffee machines, microwaves, toaster ovens, personal space heaters and fans, etc.
- 5.3 Remain calm.

NOTE: A list of emergency names and phone numbers, responsible persons, and Incident Report Form are located in the Emergency Preparedness Plan.