

## ***SECTION VIII***

### **UTILITY EMERGENCY**

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## UTILITY EMERGENCIES

### I. STATEMENT OF PURPOSE

Whether or not our College can continue to operate when faced with a sudden and prolonged loss of one or more utilities will depend on the degree of inconvenience caused by the utility failure. The following procedures have been established to minimize the effects of a utility failure

### II. REQUESTS FOR EMERGENCY SERVICE

Any disaster, unusual occurrence, utility malfunction or equipment failure that presents imminent danger to life or property is an emergency and should be reported immediately to the Physical Plant office at extension (933) 7504 or Campus Safety office and extension(933) 8888.

A. The following are considered emergencies:

1. All heating and air conditioning problems.
2. Electrical power failures.
3. Plumbing any pipe or fixture that is or will cause significant property damage due to leakage, also any toilet or receptacle that is unusable where it is the only fixture available.
4. Any malfunction in refrigeration equipment, particularly if it will result in damage to its contents.
5. Any roof leak where evidence of water is significant.
6. All gas problems relighting pilot lights, gas leaks, etc.
7. All broken windows, doors and locks where the problem causes a security problem or is an outside opening allowing weather indoors.
8. All elevator repairs or problems.
9. Communication services, phone lines, internet, wi-fi.

B. Once the emergency situation has been resolved, further work will be considered routine.

### III. AUTHORITY FOR OPERATION

The Director of Campus Safety along with the Director of Physical Plant shall have the authority to implement the emergency procedures in case of utility failure.

### IV. GENERAL RESPONSIBILITIES DURING POWER OUTAGE

#### A. Campus Safety Personnel:

1. Notify Physical Plant at extension (933) 7504 of power outage/utility failure.
2. Assist in determining the extent of the power outage/utility failure and provide Physical Plant with information.
3. Upon direction of the Director of Campus Safety (or designee) notify administrators, faculty, staff, and students concerning information regarding power outages, or information concerning the possible closing of the campus due to power outage.
4. Check all campus elevators to determine if people are trapped and call the Physical Plant office at extension (933) 7504 or appropriate physical plant staff (if needed) to assist people in getting out of elevators. (See page VIII6 for elevator information).
5. Patrol interior of buildings until power is restored.
6. Can order the evacuation of an affected building to insure the safety and welfare of the occupants due to special circumstances which may exist as a result of the power outage.

#### B. Physical Plant Staff:

1. Electrical service problems confirmed by an authorized Physical Plant staff member shall be reported to the Director of Physical Plant at extension (933) 7504.

Please provide the following information:

- a. Your name.
  - b. Your location.
  - c. Type of problem (for example: "single phase" or complete outage).
2. Shut down electrical equipment as directed by supervisor(s).
  3. Perform additional duties as assigned by the Director of Physical Plant.

4. Keep the Director of Physical Plant or designees informed of the status of the problem.
5. Check equipment that may experience damage during emergency and take necessary precautions.
6. Contact critical utility users (e.g. GTS, Biology, Chemistry, Dining Service).

C. Vice President for Finance and Vice President for Student Affairs:

1. Confer with Director of Campus Safety and Director of Physical Plant (or designees) as to the seriousness of the problem.
2. Keep other administrators informed and make the recommendation whether to keep campus open or to close the campus.

D. Provost:

1. Find alternate locations for classroom activities if feasible.

## V. UTILITY FAILURE DURING DAYLIGHT HOURS

It will be a general procedure to keep the campus open at times of utility emergencies unless a threat to the safety of students, faculty and others is present. Examples are gas leaks, severe plumbing failure (flooding), and prolonged loss of heat during winter.

A. Electrical Failure During Daylight Hours

Most utility emergencies are power outages. It will be the general procedure to keep the campus open at times of power outages.

1. Faculty/Students

Individual faculty members will dismiss classes in buildings affected by the power outage or send students to areas that are lighted by natural light from windows or the emergency lighting system. This procedure should be followed on an hour to hour basis until power is restored or the administration makes a decision to close the building.

2. Support and Administrative Staff

The President (or designee) will have the option of sending staff members in affected buildings, to areas that are lighted by natural light from windows or the emergency lighting system. Staff should remain in the lighted areas until power is restored or until the administration makes a decision to close the campus.

B. Electrical Failure During Hours of Darkness

It will be general procedure for the college administration to close classroom buildings (using established closing procedures) during hours of darkness when classes are in session.

## VI. CAMPUS SECURITY PERSONNEL SPECIFIC RESPONSIBILITIES

A. Gas Outage

1. Call appropriate Physical Plant staff.
2. Notify Director of Physical Plant and Director of Campus Safety or designees.

B. Gas Line Break Gas Leak:

Persons smelling natural gas or other strange odors in or around the building should perform the following tasks:

1. Immediately vacate the room/space. Close doors behind you and initiate a building evacuation. Assist special needs individuals in exiting the building. **Do not use elevators.**
2. **Do not activate** the building's fire alarm system to initiate an evacuation.
3. Do not turn on or off any electrical appliances or devices. Alert passers-by to stay clear of the affected area.
4. Notify **Campus Safety at ext. 8888 or (507) 933-8888**, if you are unable to contact Campus Safety call Centerpoint Energy Leak Emergency# (800)-296-9815, or \*911\*
5. Depending upon the severity of the emergency, notification of gas leaks may be made using the **RAVE** Mass Notification System. Monitor these alerts for initial information and updates.
6. Inform arriving Campus Safety personnel as to the area of the odor/leak.
7. **IMPORTANT-DO NOT RETURN TO AN EVACUATED BUILDING** until and unless told to do so by authorized Gustavus Adolphus officials.

C. Water Problems

1. Call the appropriate Physical Plant staff.
2. Secure the area and await the repair crew.
3. Notify the Physical Plant Director and the Director of Campus Safety or designees.

## **VII. DISASTER BUILDING INSPECTION**

The Director of Physical Plant has established a procedure for inspecting campus buildings for structural integrity following emergency situations. Teams of Physical Plant personnel conduct an assessment of buildings with regard to structural integrity and availability of utilities including natural gas, electricity, water and steam. The prime objective is to stabilize the utilities and provide information so that the overall impact on the campus can be quickly determined and assistance properly allocated. Disaster building inspection priority lists are assigned and kept current by Physical Plant personnel.

## **VIII. AFTER-HOURS PHYSICAL PLANT CALLOUT LIST**

Key response personnel are included in the after-hours callout list that is maintained and kept current by Physical Plant personnel.

**IX. GUSTAVUS ADOLPHUS COLLEGE ELEVATORS**

<b>BUILDING</b>	<b>MAKE</b>	<b>TYPE</b>	<b>OPERATION</b>	<b>LEVELS SERVED</b>
Norelius Hall	Dover	HY	S/C – Keyed	6
Sorensen Hall	R & O	HY	Auto – Keyed	5
North Hall	R & O	HY	Auto – Keyed	5
Sohre Hall	R & O	HY	Auto – Keyed	5
Pittman Hall	R & O	HY	Auto – Keyed	5
Collegeview	MN Elevator	HY	Auto – Button	2
Confer Vickner	MN Elevator	HY	S/C – Button	4
Social Science Center	R & O	HY	Auto – Button	5
Fine Arts BCD	Lagerquist	HY	Auto – Button	4
Nobel	MN Elevator	HY	S/C – Button	5
Old Main	MN Elevator	HY	Auto - Keyed	4
Olin	MN Elevator	HY	S/C – Button	5
Student Union	MN Elevator	HY	S/C – Button	3
Folke Bernadotte Library	R & R	HY	S/C – Button	4
Lund	MN Elevator	HY	Auto – Button	2
Southwest Hall	MN Elevator	HY	Auto - Keyed	4
Stadium	MN Elevator	HY	Auto - Keyed	3
Swanson Tennis Center	Cheney	Mech Lift	1 Button	2
Carlson International Center	MN Elevator	HY	Auto – Button	5
Administration Building	MN Elevator	HY	Auto – Button	3
*Campus Center Building #1	MN Elevator	HY	Auto – Button	2
*Campus Center Building #2	MN Elevator	HY	Auto – Button	3
*Campus Center Building #3	MN Elevator	HY	Auto – Button	3

\*CCB #1 – Freight Elevator

\*CCB #2 – Main Entry Elevator

\*CCB #3 – South Elevator