

TAB A – POWER FAILURE

I. Definition of the Event

A Power Failure is defined as a loss of power that affects a building or a significant amount of the campus and the duration of the outage, area affected, and/or other related conditions interferes with the University's ability to carry out its normal operations. A Power Failure as defined in this section/tab may require the University to take any of the following actions: delaying and/or canceling classes; relocating students from Residence Halls, delaying and/or canceling other University events; closing the campus.

II. Scope of Potential Impact

The Vice President for Business Affairs in consultation with other RMU Senior Administrators, along with Facilities Management Leadership (RMU Safety Officer and RMU Director of Physical Plant) shall decide whether conditions impacted by a Power Outage warrant action, and what action should be taken. Any decision could impact the Moon Township Campus, the Island Sports Center, or other campus facilities operated by the university. Information pertaining to class and office closures must specifically address the campus programs affected by the closures implemented.

In the event that classes are canceled or students in residence halls need to be relocated but the campus remains open, all employees must report for work as usual. However, even when the campus is considered to be closed, some University services must continue to be provided. (For example, those services that support residential students, such as Housing and Dining, as well as Facilities Management.) Managers and supervisors will identify and inform employees who must report to work when the campus is closed.

III. Required Actions

A. General actions: A Power Outage should be reported to **Colonial Central (412) 397-4343**, who will gather all pertinent details including:

- Name, telephone number (can be cell phone) and location of person making the notification.
- Area affected (location)
- Assessment of the problem.
 - What happened?
 - What is not working?
 - What areas seem to be affected?

Colonial Central will immediately notify the Facilities Management Manager/Supervisor and Maintenance personnel on duty of the situation. Facilities Management personnel will be dispatched as necessary to assess the situation and correct any problems discovered and if possible, to restore power to a building or area. FM personnel should note operations of emergency power systems in any buildings dispatched. In buildings with elevators, personnel should check for entrapment.

B. Identify short-term actions (0 to 1 hour): Upon initial determination of the cause, area(s) affected/scope, and the anticipated duration of the outage - the incident must be dealt with on a situational basis.

1. If determined to be a utility provider issue, Colonial Central or Maintenance Supervisor will contact the appropriate provider to obtain details of the situation and regular updates. Duquesne Light Company is the utility provider for Robert Morris University (all campuses) and can be reached at one of the following numbers:
 - DLCO Operations Center: 412-471-3875
 - DLCO Storm Line: 412-393-5090
2. Colonial Central or Maintenance Supervisor shall notify and inform RMU Police Department and Facilities leadership (RMU Safety Officer and RMU Director of Physical Plan), who in turn will notify the Vice-President for Business Affairs.
 - Relay all the information obtained about the situation.
 - Relay any information provided by on site Facilities Management personnel.
 - Relay any information provided by external agencies (DLC).
3. The Information Technology Department (as directed by Sr. University Officials) shall disseminate information regarding the outage incident to the campus community. The following methods are available:
 - RMU email.
 - Broadcast RMU Voice Mail including VOIP phones.
 - RMU Alert.
 - Web Page.

C. Identify intermediate-term actions (1 – 6 hours)

1. Colonial Central or Maintenance Supervisor should continue to seek information and update RMU officials accordingly. This should ensure proper coordination/communications as outlined in Section III – Incident Response & Communications of the ERP.
2. The Sr. Administrator of Facilities Management along with the appropriate Senior University officials will determine what operations are affected and make the appropriate notifications and actions.
 - University classes – Provost & Vice President for Academic Affairs
 - Residence Halls – Director of Residence Life
 - University operations – Vice President for Business Affairs
 - Other University operations – Island Sports Center, Executive Director
3. Determinations will be made regarding the need to relocate student residence, relocate, modify and/or cancel classes, activities, events and other operations.

4. The Information Technology Department (as directed by Sr. University Officials) shall disseminate information regarding the outage incident to the campus community. The following methods are available:

- RMU email.
- Broadcast RMU Voice Mail including VOIP phones.
- RMU Alert.
- Web Page.

5. General Considerations and/or Actions:

- Ongoing assessment of Emergency Power and Life Safety systems on impacted buildings.
- General and ongoing assessment of occupant safety & building security.
- Impacts to University Classes – delays, cancellations, relocations or other modifications.
- Impacts to Student Housing including - essential services, utilities, environmental conditions (building temperatures), need to relocate, etc.
- Impacts to scheduled Programs/Events that may need to be postponed or canceled.
- Impacts to Dining Services – ability to maintain product, food safety, customer demand and access.
- Building options equipped with full-building emergency power that may provide temporary support (such as Hale Center) for comfort, device charging, and similar needs.
- Consider communication to campus community regarding refrigerated items including food, medications, and similar items.

D. Identify long-term actions (>6 hours): The steps and considerations outlined under Intermediate-Term actions apply.

IV. Reporting

A. Identify Initial Reporting Channels (within 1 hour). Use RMU Emergency Response Plan Incident Response Team Phone List to contact RMU administrators who must react to or be made aware of the event immediately.

B. Identify Recurring Reporting Channels (1 – 6 hours). Use RMU Emergency Response Plan Incident Response Team Phone List to contact particular RMU administrators who must put into effect a more long-term solution to the event or who wish to be updated periodically for safety, health, or continuity of operations purposes.

C. Identify Follow-up Reporting Channels (post-event reporting). Contact those administrators noted herein of the final outcome of the event.

V. Primary Contacts

- RMU Police Department
- Vice President for Business Affairs and Treasurer
- Provost and Vice President for Academic Affairs

- University Registrar
- University President
- Chief Human Resources Officer
- Chief Information Officer
- Colonial Central
- Chief Brand Officer / Public Relations
- Senior Director - Facilities

VI. Shortfalls/Limitations

The following shortfalls are identified: In the event of a building or area power outage, contract personnel may be required to perform certain repairs which will add time to the duration of the outage. Additionally, if certain electrical equipment has failed causing the outage, replacement equipment may not be immediately available to repair the condition.

Known limitations are as follows: In the event of a utility provider outage, the utility controls the timeliness of the repair of the condition that created the outage. Long term outages usually are the result of weather-related incidents that may impact a wide/regional area of the utilities service area and/or accidental incidents (vehicle accident on a local road, squirrel or rodent impacting a substation). In any event it should be recognized that the utility company prioritizes the repair to service based on their internal policies.

Exhibit I of the Emergency Response Plan – Emergency Power & Facility Communication Summary provides a summary of RMU Facilities and their Emergency Power coverage (capacity).

