

Facility:	Illinois College of Optometry and Illinois Eye Institute
Policy:	Power Outage Response Protocol
Manual:	Environment of Care
Effective:	December 2000
Revised:	March 2008 (M.Butz)
Review Dates:	March 2002 (V.Conrad) March 2008 (M.Butz) November 2015 (M.Butz)

POWER OUTAGE RESPONSE PROTOCOL

PURPOSE:

To protect the safety of all persons within the facility in the event of a power outage.

POLICY:

The following procedure shall be implemented in the case of a power outage due to an external or internal cause. The procedure includes elements to protect all persons, equipment, the institution, etc.

PROCEDURE:

General Issues:

In the event of a power outage, the following procedures should be used as a guide. The circumstances surrounding an event such as external temperature, time of day, in-house causes for power loss such as transformer failure versus external causes for loss of power may, dictate a deviation from these procedures.

As with any other emergency situation, Security will be the communication center. All radios, including those of facilities employees, will be switched to channel two. Security will contact Commonwealth Edison at 1-800-344-7661 and Account Representative at (773) 838-4369 as soon as possible to alert them of the outage.

In order to allow the Security personnel to manage the situation appropriately, *only* the most senior administrators should contact the Security office for information.

Emergency Lighting:

The emergency lighting system is designed to work for approximately three hours. Other sources of lighting, such as flashlights and light-sticks, are available from Security for use during power outages. Flashlights have been placed in most departments in the IEI and College buildings. Staff should verify they are in good working order once per year.

Facilities Management:

The Chief Engineer or his designee will be contacted. If the outage occurs after normal business hours, the Chief Engineer will be paged. If the Chief Engineer is not available, then the designee will be contacted. The Security office maintains a list of contacts in the case of emergency.

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The Chief Engineer or his designee will attempt to determine the reason for power outage. The main electrical distribution panel will be checked. Security will contact ComEd. If the power loss is due to disruption in the external power source, try to find out how long the outage is expected to last. If the power loss is due to an internal cause, the problem should be corrected as soon as possible by facilities personnel or a contractor.

When power has been restored, equipment in the power plant, mechanical room, etc. will be restarted as appropriate.

Security Management:

Security personnel will facilitate any movement of persons within the building or invoke the evacuation plan as necessary.

Security personnel will check the elevators since the phones in the elevators do not function without power.

The garage doors should be opened as appropriate for the time of day. Card access doors default to the unlocked position during times of power outage.

Any need for outside help such as police, etc. will be relayed via security personnel except in the case of a health emergency during the power outage. Then the Health Emergency Response policy will be followed.

If evacuation is necessary, security should ensure that the facility is cleared as per the fire/evacuation policy.

Patient Care:

Student clinicians and/or attending staff should remain in examination rooms with their patients until they can be escorted with a light source to the naturally lighted parts of the building. The attending staff along with Coordinators will take charge and ensure that each exam room is clear, using the emergency lighting, flashlights or light-sticks if available to guide patients to a naturally lit area. These areas are the main waiting room on the first floor and the area near the elevators on the second floor.

The decision of whether to suspend patient care should be made by the most senior patient care administrator present in the facility at the time of the power outage. Since most power outages are short-lived, it is advisable to wait at least 45 minutes to an hour

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before discharging patients, support staff, students or attending staff unless conditions such as external weather, internal temperatures, or compounding conditions occur.

Classroom / Laboratories:

The faculty should instruct the students to move to the naturally lit areas of the building utilizing emergency lighting/flashlights. The decision of whether to suspend the academic program should be made by the most senior academic administrator present in the facility at the time of the power outage. Since most power outages are short-lived, it is advisable to wait at least 45 minutes to an hour before discharging, support staff, students or faculty unless conditions such as external weather, internal temperatures, or compounding conditions occur.

Business areas of the College/IEI:

The most senior administrator in each of the business areas of the college should instruct the employees in their area to move to the naturally lit areas of the building utilizing emergency lighting/flashlights. The decision of whether to suspend business should be made by the most senior administrator present in the facility at the time of the power outage. Since most power outages are short-lived, it is advisable to wait at least 45 minutes to an hour before discharging staff unless conditions such as external weather, internal temperatures, or compounding conditions occur.

Information Services:

Security will contact the IS department. If an emergency occurs after hours, IS department employees will be contacted by phone. The Security office maintains a list of emergency contact numbers.

Computers:

To help prevent any possible damage to the system, the power switch on all workstations, monitors and printers should be turned off. They should not be turned back on until the power is stable for at least 15 minutes.

Servers:

The IS team will handle the shutdown and recovery of all server functions. In the event of a server or system failure after the power is restored, the IS department will update the x7501 status line with information.

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Phone Service:

The phone system has backup power and all aspects of the phone system will remain operational for two to three hours depending on the amount of phone use. Phone use in the case of a power outage should be limited in order to extend the phone battery life. If the power remains off for an extended period of time, there are up to 8 standard phone lines located around the college including the IEI and the Security office. Incoming calls from the main phone number cannot be routed to these phones. In case of power outage caused by extreme weather, flood, tornado, etc that also interferes, externally, with phone service, a cellular phone can be found in the security office.

Elevators:

The emergency phones in the elevators do not operate during a power outage. Security personnel will check the elevators for entrapped persons. If someone is trapped and it is during normal business hours, facilities will be called for assistance. If it is after hours, the emergency elevator contractor or Fire Department will be called.

Persons unable to descend the stairs should be moved to naturally lit areas near the stairs. The fire department should be called in order to assure their safe exit from the building when evacuation is indicated. Security personnel or other designee will remain with these persons and be in charge of ensuring that everyone has been evacuated.

Fire or Health Emergency Occurrence during a Power Outage:

The fire alarms have anywhere from 3 to eight hours of backup power. If a fire or other reason for evacuation where to occur during or is the cause of a power outage, the fire alarm system will perform as it does when the power is on. If this situation occurs, the fire/evacuation policy will be followed.

If a health emergency occurs during a power outage, the Health Emergency Response policy will be followed. The ability to call 911 should not be impaired unless an external condition has interfered with phone service. In that case, a cellular phone can be found in security to notify emergency services. The auto-defibrillator units are battery powered and should not be affected by the loss of power.

Evacuation:

If the facility must be evacuated during or because of a power outage, the fire/evacuation policy will be followed.