

Standard Operating Procedures for Power Outages

Facilities or security dispatch to verify if outage is internal or Xcel related. Contact electrician, master electrician and zone supervisor to relay power outage information and verify site related issues as needed. For afterhours, contact the supervisor on call.

If Xcel related, facilities or security dispatch to notify Xcel Energy at 24 hour outage number 1-800-771-7300.

Important: When reporting the electrical outage always state to Xcel that “**the building doesn’t have power**”. **Do not** relay other information such as; the lights are flickering, phase A is out, we have partial power, et cetera. Doing so can delay response time.

For tracking of power outages in our area go to www.xcelenergy.com then Outages, Outage Map, enter the address of possible outage.

If the outage is isolated to the building – contact Maintenance and Operations on-call supervisor and recall electrician or Master Electrician, who will then respond to the site.

The supervisor is responsible to assess and monitor outage until restored. If the outage occurs during office hours, 7:00 AM – 4:00PM, the zone supervisor is responsible for oversee until power is restored. At a minimum, the supervisor must consider the following:

- Cause of outage and projected length
- Is school in session (holiday, break etc.)
- The weather and temperature
- Possible delay or cancellation of school
- What tech support is needed – electrician, HVAC, controls, et cetera.
- Fire alarm system
- Security exposure
- Kitchen equipment and possible toss of food
- Alarms from DDC system
- Fire protection systems
- Electronic water main backflow preventers
- HVAC systems and building freeze concerns

Who the supervisor notifies:

- Maintenance and Operations Director
- Security dispatch (unless they notified you of the outage). Ask Security to notify Nutrition Services.

Final communication – Immediately following power restoration, the responsible Maintenance and Operations supervisor will:

- Call Security Dispatch to notify that power was restored. Have Security notify Nutrition Service.
- Compose a brief email that includes what the problem was, resolution, and any systems that are impacted by the outage, i.e. HVAC, plumbing (backflow or domestic hot water, FA, BA, PA, or access control, et cetera. Include the following staff in your correspondence: site administrator, site secretary, site custodian, M and O director and supervisors, HVAC master tech (zone or zones impacted), master electrician, and security director and COO (Anthony).

V:\SITEDATA\MO_AdminDirector\Department Secretary\Director Secretary\IRT book inserts\Standard Operating Procedures for Power Outages.docx