

POWER INTERRUPTION POLICY AND PROCEDURES

Section: 8 – Occupational Health & Safety	Policy No: 8.03
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Employees covered: All Employees	Effective: September 1, 2009
Subject: Power Interruption Policy and Procedures	Authorized: [Signed by G. MacInnis, VP]

Policy

Cape Breton University is a publicly funded, service based institution. The operating norm is to remain open for the conduct of classes, labs and institutional business while bearing in mind the safety of students and employees.

CBU campus is fed by multiple power sources which makes the likelihood of a campus wide power failure low. Additionally, backup generators are in place in several locations, and should be able to cover off most essential services for some time. All CBU buildings are serviced with emergency lighting. In the event of a power failure, emergency lights operate for approximately thirty (30) minutes, where no generators are available, while phones continue on backup power indefinitely.

The nature of power interruption is likely to be of short duration and limited to specific buildings. Due to the variety of settings on campus, decisions on building evacuation, dismissal of classes, and the continuation of work for employees are made considering a variety of factors. When making a decision on whether to remain at the worksite or classroom, the manager or faculty member/instructor will consider the following criteria:

1. Student and employee safety;
2. Time remaining in the class, lab or work day;
3. Time of day (daytime versus after sunset);
4. Adequate lighting (windows providing natural light versus no windows);
5. Safe exit (keeping in mind that emergency lighting in hallways is limited to thirty (30) minutes);
6. The nature of the loss of power interruption (e.g. campus wide versus department or building);
7. Anticipated duration of the interruption;
8. Comfort (lack of heat and easy access to washroom facilities).

All managers/supervisors will ensure that a flashlight and fresh batteries are located in each office. Areas with high traffic (library, cafeteria, bookstore, etc.) will have at least two (2) flashlights available. The purpose of the flashlights is to provide assistance to others.

Assisting those with Mobility or Vision Challenges

All members of the university community are encouraged to provide assistance to others, especially those who may have mobility or vision challenges. If there are power interruptions that are

intermittent, exit an unlit area by using stairs or ramps. Where individuals using a wheelchair are unable to leave an area without ramps, designated staff with access to flashlights are asked to remain with these individuals until the Commissionaire is notified and assistance is available.

Planned Power Interruption

In the event of a planned power interruption, Facilities Management shall notify employees in affected units, departments or buildings, as required. Necessary information shall be made public via the radio stations, closure phone-in line, Commissionaires.

Procedures

General Tips

- Initially remain in your location and open doors and raise window coverings to take advantage of natural light, or emergency lighting that is in operation
- Leave a (small) task light on so you will know if power is restored
- Use flashlights to assist others leave the unit, classroom, etc.
- For safety reasons, do not use candles or lighters
- Do not use elevators
- If able to do so, unplug computers and equipment to prevent a power surge when power is restored
- Ensure you lock or secure your workplace before leaving
- Remember to help those who may need assistance
- Employees in departments should agree on a “safe meeting” spot for outages during daylight – an area with windows and natural light. This could be the cafeteria, Great Hall, or hallway adjacent to the multi-purpose room.

Extended Power Outages and University Closure

Where the power interruption is (or is predicted to be) for an extended period of time, the President or designate will make a decision on cancellation of classes in a particular building and/or university closure. Decisions on closures may be made at the appropriate times during the day and made public via the radio stations, closure phone-in line and Commissionaires.

Possible scenarios include:

Closing until noon	07:00 hrs decision
Closing for the afternoon	11:00 hrs decision
Closing for the evening	15:00 hrs decision

Power Interruption after Sunset

After sunset, a power interruption where power is not quickly restored will result in a building evacuation. Public locations (e.g. bookstore, library, cafeteria) will be cleared of students and/or visitors before being locked and secured. In administrative units, staff will be directed to wait in an agreed to safe location which could be an alternate building with power. A decision on cancellation

of classes/labs or library closure will normally be made within one (1) hour of the start of the power interruption, after which the decision will be made public as above.

Power Interruption – Daylight Hours

A. **In a classroom or lab:** Where there is a power interruption in a classroom or lab without windows and natural light, the faculty member or instructor will commence an evacuation. Students will be instructed to convene in a specific, safe location. In the event that power is not restored within a reasonable amount of time, decisions on further cancellations or closures will be made. Faculty are encouraged to update their voice mail.

Where there is natural light in both the classroom/lab and exit routes, a decision on the continuation of the class or lab will be made by the faculty member or instructor in charge.

B. **In an administrative setting:** Where there is a power interruption in an administrative setting without windows or adequate light, and where the power is not quickly restored, the supervisor or manager will instruct staff to wait in an agreed to, safe location while updates are provided. The manager or supervisor will utilize the appropriate criteria and may determine an office closure at which point staff will be permitted to leave.

Where there is natural light in the office/unit and exit routes, staff will remain at their work site with the understanding that regular work may not be possible due to the lack of power. The manager or supervisor will utilize the criteria above and may determine an office closure at which point staff will be permitted to leave.

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