

TAB A – POWER FAILURE

I. Definition of the Event

A Power Failure is defined as a loss of power that affects a building or 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 Senior Vice-President for Business Affairs in consultation with other senior RMU administrators along with the Chief Facilities Officer (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, the Regional Learning Alliance 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 supports 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 on duty Maintenance personnel 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 hours): Upon determination of the cause of the outage and the area(s) affected, the incident must be dealt with on a situational basis.

1. If determined to be a utility provider issue, Colonial Central 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). Duquesne Light Company can be reached at one of the following numbers:
 - DLCO Operations Center: 412-471-3875
 - DLCO Representative: Rusty Hughes (cell) 412-779-1786
2. Colonial Central shall notify and inform Public Safety and the Vice President for Facilities (who in turn will notify the Senior Vice-President for Business Affairs (In the event Colonial Central cannot contact the Vice President for Facilities, Colonial Central will notify the Senior Vice-President for Business Affairs).
 1. Relay all the information obtained about the situation.
 2. Relay any information provided by on site Facilities Management personnel.
 3. Relay any information provided by external agencies.
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 should continue to seek information and update all officials (including the Incident Commander for Facilities Management and the Incident Command Team - if the situation rises to this occasion as defined herein) accordingly.
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 – Senior Vice President for Academic Affairs
 - Residence Halls – Director of Residence Life.
 - University operations – Senior 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.

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

IV. Reporting

A. Identify Initial Reporting Channels (within 1 hour). Use RMU Emergency Response Plan Incident Command 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 Command 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

- Larry Tomei, Vice Provost for Academic Affairs, Office of the Provost
- Public Safety
- Dan Kiener, Senior Vice President, Office of Business Affairs
- David Jamison, Provost & Senior Vice President, Academic Affairs, Office of the Provost
- Dr. Christopher Howard, President, Office of the President
- Frank Perry, University Registrar and Executive Director of Academic Services, Academic Services
- Ellen Wieckowski, Vice President for Information Technology, Information Technology
- Colonial Central
- Mike Rapino, Director, Information Security, Information Security
- Jonathan Potts, Senior Director, Public Relations, Marketing (Institutional Advancement)
- Kyle Fisher, Vice President for Marketing & Public Relations, Institutional Advancement
- Perry Roofner, Vice President for Facilities, Office of Facilities Planning

VI. Shortfalls/Limitations

IDENTIFY ANY SHORTFALLS

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.

IDENTIFY ANY LIMITATIONS

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.