

# Annex J - Utility Failure

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## Purpose

The purpose of Utility Failure Annex is to ensure the safety of BHCC staff, faculty, student, contractors, and visitors. Utility Failure Annex provides a defined approach to identifying, safely responding to, and addressing utility disruptions (plumbing, environmental, elevator, power, etc.) on Campus. All BHCC staff and faculty share in the responsibility of being aware of the Utility Failure procedure and should be able to provide support to students and visitors in instances of Utility Failure.

## Roles and Responsibilities

Role	Responsibility
ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> <li>Report possible Utility Failure to the Facilities Management Department at extension 2240 or Public Safety at extension 2222</li> <li>Follow all instructions from the emergency notification, public address system, Facility Management Department, or BHCC Police/security personnel during a Utility Failure</li> <li>MAINTAIN PERSONAL LIFE SAFETY</li> </ul>
Emergency Management Team (EMT)	<ul style="list-style-type: none"> <li>Activate the EMT as needed to support Operations and Logistics (Facilities) in the response to a Utility Failure</li> <li>Assess the need for additional response operations (including building evacuation and/or closure)</li> <li>If need be activate Continuity of Operations Plan (COOP)</li> <li>Conduct incident After Action Reports (Annex) following an evacuations</li> </ul>
Operations and Logistics (Facilities)	<ul style="list-style-type: none"> <li>Respond to Utility Failures</li> <li>Notify or engage the appropriate vendor or contractor, as needed</li> <li>Notify utility providers or first responders, as needed</li> <li>Report progress and receive support and resources from EMT</li> <li>Manage recovery or clean-up operations, as needed</li> </ul>
Public Safety	<ul style="list-style-type: none"> <li>Secure the perimeter around the Utility Failure, as necessary</li> <li>Maintain and monitor camera and CCTV system</li> <li>Liaison to first responders, as needed</li> </ul>
Public Information	<ul style="list-style-type: none"> <li>Coordinate all emergency communication platforms</li> <li>Provide information on the Utility Failure to faculty, staff, and students – disruption, status, schedule of resumption</li> <li>Liaise with the media, as necessary</li> <li>Implement the EMT communications strategy</li> <li>Evaluate communications and record for future reference.</li> </ul>

## Scope

The procedure applies to all BHCC staff, faculty, and contractors. It may be activated in cases of power, plumbing, heating, ventilating, air conditioning, or elevator disruptions.

It may be activated, at the discretion of the Facilities Department, EMT Chair, or on-site first responders.

## Procedures

### General Response

1. Remain calm and follow directions of Campus Police, Security, or Facilities
2. In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify the Facilities Management Department at extension 2240.
3. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays notify the Office of Public Safety and Campus Police at extension 2222.
4. If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY IN THE BUILDING WHERE THE ALARM STATION IS LOCATED**, so you must also report the emergency by phone.
5. Follow instructions of Facility and/or Security personnel (Evacuate or Shelter-in-Place)
6. Please **DO NOT** call the Facilities Department or Public Safety to ask how the disruption occurred or when it will be resolved. Information will be provided on the College website, social media, and other communication platforms.

### Power Outage

1. Notify the Facilities Management Department at extension 2240 and the Office of Public Safety and Campus Police at extension 2222 to report a power outage in any room, building, or area on campus.
2. Secure all experiments, unplug electrical equipment, turn off lights, and shut off lab equipment.
3. Do not use candles or other type of flame for lighting.
4. Fully close fume hoods.
5. If trapped in an elevator, do not pry open elevator doors. Use the emergency phone to contact campus police.
6. Follow instructions of Facility and/or Security personnel (Evacuation)

### Gas Leak

1. If the odor of gas is detected, inform everyone in the area/building, immediately leave the area and advise everyone contacted to do the same.
2. Do not switch on any lights or electrical equipment (electrical arcing can cause electrocution or trigger an explosion)
3. Evacuation must be completed as quickly as possible and must be at least 50 yards from the location of the suspected leak. When exiting from buildings, do not turn on/off

- any light or electrical switches, do not activate the fire alarm and use the stairs. Leave the door to the room and/or building open so that the gas can more easily disperse.
4. Notify the Facilities Management Department at extension 2240 and the Office of Public Safety and Campus Police at extension 2222.

## Elevator Outage

If you are trapped in the elevator, use the emergency phone to notify the Office of Public Safety and Campus Police. Use Emergency Telephone and dial 2222.

## Plumbing/Flooding

1. Cease all operation.
2. Do not switch on any lights or electrical equipment (electrical arcing can cause electrocution or trigger an explosion)
3. Notify the Facilities Management Department at extension 2240 and the Office of Public Safety and Campus Police at extension 2222.

## Ventilation

1. If smoke odors come from the ventilation system, cease all operations and vacate the area
2. notify the Office of Public Safety and Campus Police at extension 2222 or the Facilities Management Department at extension 2240

## Public Guidance

In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify the Facilities Management Department at extension 2240.

If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays notify the Office of Public Safety and Campus Police at extension 2222.