Policy: In the event of a power outage that occurs on campus outside of the normal university business hours, the on-duty Dispatcher is directed to make appropriate contacts as listed below.

Procedure: This policy will be initiated with a power surge/interruption (i.e. blinks off/on) or sustained outage either in a single building or multiple campus buildings:

Responsibility:

Dispatch Services

During normal business hours or when 2nd shift Maintenance personnel is working:

1. Radio on-duty Facility Services Staff

After normal business hours or when 2nd shift Maintenance personnel are not working:

1. Call Facility Services on-call Staff
2. Call Brian Miller, Facility Services Manager - Cell: 717-357-0702
3. Call on-call RD (when students are on campus) 717-796-5040

Sustained power outage in either a single building or multiple campus buildings lasting 15 minutes or longer:

1. Call PPL; you will be asked for an account number. All Messiah accounts are tied to 717-691-6011.
   1-800-342-5775, option 1
2. Call Brad Markley, Director of Facility Services - Home: 717-632-5733; Cell: 717-303-8257
3. Call Kathie Shafer, Vice President of Operations - Home: 717-795-8697; Cell: 717-979-2538
5. Call Cumberland County Control - Non-Emergency: 717-238-9679 (To notify them only that we have a power outage if they get calls.)
6. Call ITS: Tony Wyland, Executive Director of Administrative Technology Services at 717-439-6581
   If Tony cannot be reached, proceed down this list until someone is reached
   Chris Culbert, Communications Infrastructure Manager: 717-877-7792
   David Walker, Vice President of Finance & Planning: 717-440-1423

* Inform the ITS staff that upon arrival, they are to check in with Dispatch to advise they are on campus and to get an update as to the situation.

* ITS staff should be given a radio if after hours upon checking in so they can directly communicate with dispatch

7. Call Mark Wirtz, Director of Dining Services - Cell: 570-259-3903
8. Call Jonathan Bert, Director of Conference and Event Services - Cell: 717-422-6692

ONLY if outage is greater than 30 minutes and on-duty Safety Officers request additional assistance:

ONLY if outage is an hour or more:

    John Harms (if Sarah cannot be reached) - Home: 717-766-4487; Cell: 717-756-8761

ONLY if outage is longer than 8 hours:

11. Call Lauri Norbeck - 717-802-2261
    Call Dr. Sachs - 717-855-6187
    Call Dr. Schaeffer - 717-338-8193

Campus Events

*When power outages happen at night from Sunday to Thursday, the Campus Events Assistant Manager, 2nd and 3rd shifts or their designee will do the following:*

1. (1) person to ride around campus and verify that each building has limited egress lighting (this can be done by 1 staff person in a vehicle making the determination by driving by each building).

2. Communicate with Dispatch any buildings that have no lights.

3. (2) persons to check the elevators in the Residence Halls (Witmer, North and South Complex) to verify that no one is trapped inside the elevators. Report findings to Dispatch.

4. (2) persons to check the academic buildings to verify that no one is trapped inside the elevators. Report findings to Dispatch.

5. (1) person to walk the Sports Center and Campus Center to verify that all lights are functioning.

6. See Attachment 1.

Special Notes:

Elevators are NOT operational when the main power supply to the building fails, and the elevators will immediately cease to operate within the shaft. This is a PRIORITY and Campus Events staff should take immediate action upon arrival to the building to determine if any passengers are located within the elevators. If passengers are located within the elevators, then staff will need to notify Dispatch to enact appropriate safety measures to assist passengers from the elevators.

Academic Buildings:

If power outage is likely to be out for more than 30 minutes, it is recommended to begin evacuating all members from all non-residential buildings where power is affected. Department of Safety is to work with Campus Events staff in evacuating the buildings, ensuring all elevators are checked for stranded passengers, and securing the buildings when clear.

Campus Events staff are not permitted to remain in buildings to continue working while power is out. Once building is cleared, it is to be secured and no one is permitted inside until authorization is given by the senior Safety Officer, Crisis Team member or Facility Services staff member.

Residence Halls:

If power goes off in the residence halls and stays off for more than 15 minutes, the Crisis Controller will need to respond to campus and work with facility services and residence life staff to determine next action plans.

For power outages lasting longer than one (1) hour, Smith, Fry, and Mellinger Residences will need to be evaluated for continued occupancy due to battery backup power only.
Generator List by Building:

If Power Outage is likely to be of an extended nature (time frame: 12-24hrs) the following buildings have emergency backup generators and will provide egress lighting as long as the generator is running and has fuel. Facilities and Safety will verify continued operation of generators if occupancy of building is necessary due to campus conditions (extreme weather).

Bowmansdale Building  
Boyer Hall  
Climenhaga Fine Arts/High Center  
Eisenhower Campus Center (Powered by turbines and emergency generator)  
Engle Health Center battery back up  
Frey Academic  
Frey Chiller Plant Generator  
Homestead battery back up  
Jordan/Kline  
Kelly Apartments  
Larsen Student Union  
Lenhert Building  
Murray Library  
Naugle Residence  
North Complex (Grantham, Hess, Miller)  
Old Main Generator Telephone Server room only  
Old Main battery back up  
Sollenberger Sports Center (Powered by turbines and emergency generator)  
South Complex (Bittner, Mt. View, Sollenberger)  
Witmer Residence

* Please note: The Jordan/Kline building is effectively always “occupied” because the back-up generator provides power to units within our animal facility, ultralow freezers and incubators. Even if students and faculty are not on campus, continued operation of this generator is essential.

* A copy of the PPL account numbers with addresses is filed at the Lenhert front office with the policy hardcopy.

Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy, you have agreed to enforce the contents, share with your staff and adhere to standards.
<table>
<thead>
<tr>
<th>Building</th>
<th>Power On</th>
<th>Power Off</th>
<th>Elevator Checked</th>
<th>Events Scheduled in Buildings within the next 6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fry Apartments</td>
<td></td>
<td>no elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mellinger Apartments</td>
<td></td>
<td>no elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Naugle</td>
<td></td>
<td>no elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Complex</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith Apartments</td>
<td></td>
<td>no elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Complex</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Witmer</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowmansdale</td>
<td></td>
<td>no elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boyer Hall</td>
<td></td>
<td>1 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECC/SSC</td>
<td></td>
<td>1 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engle Health Center</td>
<td></td>
<td>no elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAC/High Center</td>
<td></td>
<td>1 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frey Academic</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostetetter</td>
<td></td>
<td>no elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jordan/Kline</td>
<td></td>
<td>1 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Larsen Student Union</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lenhert Maintenance</td>
<td></td>
<td>no elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murray Library</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Old Main</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orchard Hill</td>
<td></td>
<td>no elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phipps Welcome Center</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Witmer</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Notes:  
** Check list is to be completed by members of Campus Events, coordinated by the CE Supervisor on duty. Upon completion, notify Dispatch. List is to be communicated by Dispatch to Brad Markley (717-303-8257), Brian Miller (717-357-0702) and/or Kathie Shafer (717-979-2538).  
** The paper copy of this list is to be given to Dispatch upon completion. Dispatch is to notify Jonathan Bert (717-422-6692) letting him know which buildings do not have power. This should be done during the academic year as well as during the summer.  
** Paper copies of this form are available in the CE office in ECC and at Dispatch. **