

COUNTY COLLEGE OF MORRIS	
Business and Finance Division Policies and Procedures Manual	
Subject: ELECTRICAL SERVICE FAILURE, EMERGENCY PROCEDURE	Page: 15.01.01
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General

As lightning arrestors have been installed on all buildings, damage to electrical and HVAC systems can be expected to be minimal due to electrical storms. However, a general power failure could severely damage some equipment if timely preventive measures are not taken.

Policy

In the event of electrical failure, the Plant and Maintenance Department will attempt to restore power as soon as possible or coordinate with the efforts of JCP&L.

Authority

Vice President for Business and Finance
Director of Plant and Maintenance

Responsibility

Director of Plant and Maintenance
Associate Director of Plant and Maintenance
Electricians
HVAC Mechanics
Building Maintenance Mechanics

Procedure

- a. Upon learning of the power failure, the Director of Plant and Maintenance will notify the Vice President for Business and Finance of the situation who will then notify the President.
- b. If evacuation of any or all buildings is deemed necessary, the evacuation shall proceed as per Policy and Procedure 13.01 (Emergency Evacuation) under the guidance of the Director of Public Safety.
- c. All appropriate personnel will be recalled if they are not already on campus.
- d. The electrician and HVAC mechanic will inspect HVAC equipment and electrical switchgear to determine if any damage has been done. This requires formation of teams to check mechanical rooms and rooftop units at each building. Building maintenance will conduct walk through of the buildings to report any power outage issues.

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- e. Damage will be reported to the Director of Plant and Maintenance. The Director will evaluate the damage and provide recommendations to abate all issues.
- f. If the energy management or fire alarm systems have been affected, the appropriate manufacturers will be called immediately to make necessary repairs.
- g. When power has been restored, the electricians will re-energize the system progressively, so minimal loads are present on circuits being energized.
- h. The HVAC staff will restart systems using the energy management system and then visit each mechanical room and roof top unit to ensure all systems are operating properly.
- i. Fire alarms will be reset as needed.
- j. Other systems to be checked during startup are:
 - 1. Refrigeration units (cafeterias).
 - 2. Fire alarms (ensure that DC voltage is on line).
 - 3. Fire alarm computer system in Public Safety (any problems will be checked out and corrected).
 - 4. Energy management system including printer in Public Safety.
 - 5. Check all emergency lights in all buildings.
 - 6. Campus Exterior Lighting System control system in Public Safety and satellite.
 - 7. The two (2) LHT buildings, Dalrymple House, and 675 Route 10 are on a separate electrical service which may not be effect by same power outage for the primary electrical service to the main campus.
- k. The building maintenance staff will assist in the conducting building checks if required after the power is re-energized.
- l. Director of Plant and Maintenance will notify the Vice President for Business and Finance and the Director of Public Safety when repairs have been completed. Vice President for Business and Finance will update the President.