



Administrative Procedure

Number:	417
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Supercedes:	
Page:	1 of

Subject: UTILITY FAILURE OR SHUTDOWN

1.0. PURPOSE:

To establish the procedures to be followed in the event of a major building utility failure or shutdown.

2.0. ORGANIZATIONS AFFECTED:

Campuswide.

3.0. REFERENCES:

3.1. Cal State L.A. Administrative Procedure #408, Subject: Emergency Action Plan.

3.2. Animal Care Department, Emergency Control Operation Plan (Reviewed by the Animal Welfare Subcommittee on February 10, 1988).

4.0. POLICY:

The University will take appropriate action to protect the safety of personnel and property in the event of utility failures, and to schedule planned utility shutdowns in such a manner as to minimize the disruption to campus operations.

5.0. DEFINITIONS:

5.1. Utility Failure--The malfunction of any major utility system including electrical, water, and gas, which creates or could create a hazardous situation.

5.2. Utility Shutdown--The deliberate act of turning off a utility system in order to complete repairs.

Approved:

Date:

6.0. RESPONSIBILITIES:

6.1. All employees will:

- 6.1.1. Notify Plant Operations-Work Control Center at extension 3-3440 if a major utility failure occurs during regular business hours; or notify Public Safety at extension 3-3700 if the failure occurs during a period when Plant Operations-Work Control Center is closed.
- 6.1.2. Report the following information related to the utility failure: building location; nature and intensity of the problem, i.e., break, leak; area involved; and other potential hazards that may be created if the situation is not taken care of immediately.
- 6.1.3. Exit the building if directed to do so by Public Safety personnel or if the alarm system is activated by walking quickly to the nearest exit. If complete evacuation of handicapped individuals is not possible, they should move to the nearest stairwell and assistance should be requested from Public Safety.

6.2. The Director of Public Safety, or designee, will:

- 6.2.1. Dispatch personnel to the affected area and determine if evacuation is required. If so, activate the alarm system.
- 6.2.2. Contact Plant Operations management personnel to evaluate the situation and initiate corrective action.
- 6.2.3. Request emergency medical assistance from the campus or community as required by the situation.
- 6.2.4. Notify the Environmental Health and Safety Officer of the situation so that a decision regarding health and safety factors and appropriate actions may be made.
- 6.2.5. Ensure that requests for assistance from handicapped individuals are accommodated.
- 6.2.6. Notify the Director of the Animal Care Department of the situation so that an appropriate decision regarding animal health and safety can be made.

6.3. The Director of Facilities Management will:

- 6.3.1. Inform the Vice President for Operations and the appropriate managers in writing of a planned utility shutdown in advance of the scheduled date so that appropriate measures may be taken to reschedule meetings/classes; preserve food/chemical supplies; and maintain data integrity.
- 6.3.2. Inform the appropriate administrators if a utility failure is expected to be of long duration so that appropriate contingency plans may be implemented.
- 6.3.3. Following an incident, ensure that all required reports to external agencies or utility providers are prepared.
- 6.3.4. Maintain an up-to-date master list of all areas with sensitive experiments, vital equipment or records, or hazardous chemical with the corresponding names of responsible administrators and managers.

6.4. The Director of Plant Operations will:

- 6.4.1. Provide copies of written repair plans to the Director of Public Safety and the Environmental Health and Safety Officer for the following situations: break in a hot water pipe in the underground utility vault; break/fire in the underground natural gas pipe; explosion in any boiler room; and sewage line break that releases sewer gas.
- 6.4.2. Dispatch maintenance personnel to the scene of utility failure to assess the severity of the situation and to attempt to correct the problem.
- 6.4.3. Ensure that clean up activities are carried out following resolution of the problem.
- 6.4.4. Notify the Director of the Animal Care Department of any corrections to be made in the animal facilities.

7.0. PROCEDURES:

- 7.1. University personnel will report incidents of major utility failure to Plant Operations or Public Safety.

- 7.2. The Departments of Public Safety and Plant Operations will dispatch emergency personnel to the affected area to determine the severity of the situation and to initiate repairs.
- 7.3. The Director of Public Safety, or designee, will determine if evacuation is required, sound the alarm, and direct the evacuation.
- 7.4. Following the incident, the Director of Facilities Management will ensure that all required reports to external agencies or utility providers are prepared.
- 7.5. Planned Utility Shutdowns--The Director of Facilities Management will inform all affected administrators (as specified in 6.3.4.) in writing well in advance, whenever possible, of the scheduled shutdown so that contingency plans may be made.

8.0. APPENDICES:

N/A