

Utility Interruption Procedures

Utility interruptions may occur as minor localized incidents and increase in scope to major widespread outages. These interruptions can also vary greatly in the amount of time needed to restore utilities to normal operation. Some of the utilities that are commonly interrupted are electricity, water, and natural gas.

In the event of a hazardous situation such as a gas leak, electrical fire, damaged power lines, or flooding;

- Immediately leave the area
- Remove ignition sources near gas leak, if safe to do so
- Turn off electronics prior to water contact, if safe to do so
- Keep people away from the danger until proper authorities arrive
- Notify facilities and safety personnel
 - Grossmont; x7593
 - Cuyamaca; x4621
 - District: Campus and Parking Services (CAPS); x7654

Mitigation:

1. Periodically test all generators according to manufacturer's recommendation
2. Apply protective equipment to utility areas and devices
3. Periodic testing of utility lines
4. Maintenance of utility infrastructure and emergency equipment
5. Continual update of emergency contacts of both district personnel, and outside agencies
6. Training and application of training knowledge in fields related to utility emergencies
7. Utilize the Hazard and Vulnerability Assessment tool found in this annex

Preparedness:

1. Back-up power is available on campus from fixed and portable sources. This power will be used to enable a systematic shutdown of campus systems. Back-up power is not intended to provide extended power to a large area.
2. Wide-spread outages may affect employee attendance and availability, especially over holidays and weekends, and require additional concerns.
3. Health and safety codes require circulating air in occupied spaces as well as functioning restrooms in order to keep a facility open. This can be affected by either water or electricity interruption.
4. Water interruptions are likely to be local in nature, but a "boil water" order could affect the region.
5. A campus wide water interruption, or one affecting campus cooling systems, could become a health hazard requiring campus closure.
6. When a utility outage occurs, the decision to evacuate and/or if and where to offer classes, will be informed by code requirements and the safety of students and faculty.
7. Periodic meetings to discuss concerns and update emergency planning with outside agencies and district offices.
8. Multi department cross training, proper utility area signage, and utility maps should be made available to appropriate personnel in the event of an emergency where all staff departments are not immediately available.

Response:

1. Determine the type, severity, and scope of the interruption.

- a. Facilities personnel to determine extent of interruption.
 - b. Turn on battery powered radio or vehicle radio for information about what is happening in your area.
 - c. For electrical interruptions, confirm that back-up power sources are running or get portable power from facilities if needed.
 - d. Convene EOC for instructions and delegation of duties. Ensure all points of contact remain in a single location to disseminate information.
 - e. If utility interruption requires a campus closure, begin shutdown sequence.
2. Facilities will perform required operations for the physical safety of campus per Facilities Response Procedures. CAPS to assist whenever possible, under directive of CAPS Director, in the completion of tasks of facilities personnel when requested. Exercising safety is paramount within all departments regarding all utilities, campus property, and safety of all persons.
 3. If a power outage effects the Grossmont buildings 34 or 35, check these area as a priority due to high value items and chemical storage. Whether power is on or not, report power status immediately to facilities. Any other buildings with known priorities should be checked as necessary for school safety.
 4. If the interruption affects instructional spaces, ensure notification of the following;
 - a. Campus and Parking Services (CAPS)
 - b. Deans and department chairs
 - c. Master scheduler for open facility requests
 - d. Sodexo
 - e. Culinary Arts
 - f. San Diego Gas and Electric (SDG&E)
 - g. Metropolitan Transit System (MTS)
 - h. Cellular Device Carriers
 5. Activate communication plan to notify employees and students of any changes in availability of resources and/or alternate class meeting locations. Consider off-site locations such as Grossmont or Cuyamaca Colleges, or Grossmont Union High School District (GUHSD).
 6. If campus requires a full or partial closure, activate:
 - a. Building Marshals for assistance in clearing buildings
 - b. Campus closure/evacuation plan
 - c. Emergency communication plan. Non-essential personnel, students, and guests need to be told to leave campus.
 - d. While exiting an office or structure, unplug electrical equipment if it is safe to do so. This can prevent further damage to equipment. Notify a building marshal in person or by leaving a note on your door once equipment is unplugged.
 7. During an electrical interruption, use alternative lighting methods while evacuating.
 8. CAPS and maintenance to ensure all areas are locked and/or secured once cleared. This may include the use of vehicles, lighting, and security forces as necessary.
 9. Campus and Parking Services, or alternative assigned personnel, will place signage at school entrances and along necessary pedestrian walkways informing any traffic that the campus is closed.
 10. At the direction of the EOC, if the utility interruption is found to be greater than a localized event, contacts will be made with local utility operators regarding the utility in question.
 11. In coordination with the proper authorities, facilities, CAPS, and utility operators (if necessary), the EOC will determine the next steps of the response phase as needed and may begin the recovery process for the campus.

Recovery:

1. Once the cause of the interruption has been determined, the EOC will determine how to proceed. Using the information at hand from all sources, the EOC will assign duties as necessary to restore proper function to the campus. In the event of a prolonged interruption of utility, other factors may apply to campus recovery.

2. If the interruption is only affecting the campus, the EOC will work with facilities in order to restore the utility to the campus in a timely manner.
3. Facilities will perform required operations for the physical safety of campus per Facilities Response Procedures. CAPS to assist whenever possible, under directive of CAPS Director, in the completion of tasks of facilities personnel when requested. Exercising safety is paramount within all departments regarding all utilities, campus property, and safety of all persons.
4. If the interruption is affecting a larger area of the county, emergency protocols should be followed as directed by the EOC. The EOC will communicate with the local utility providers to know how to proceed and when normal utility function may resume for the area.
5. Campus facilities will ensure that once utilities return to campus, they do so in a safe manner. This will ensure that potential damaging events, such as power spikes, water pipe bursts, and other foreseeable damages, do not occur.
6. After physical functionality returns to the campus, the EOC will determine if the campus will resume normal or partial educational and business functionality.
7. Debrief with the EOC and EPC teams.

SDG&E	1-800-336-7343
Otay Water District	619-670-2207
MTS	619-595-4949
San Diego Sheriff's Department	Non-Emergency 1-858-565-5200 or Emergency 911
CAPS Inside Line	X7495 or x22010
Verizon Wireless Contact:	ToddByers@cbmsconsulting.com
Sprint Cell Tower	Noel Ancheta 858-668-2828 ext. 512 Cell 917-838-0663
Sprint Corporation	George Hice 858-926-8665
AT&T	
T-Mobile	1-877-453-1304 or 611 from mobile.
Gafcon	Fred Parker 424-333-2841
Crown Castle Construction Manager	Eduardo Rodriguez 951-452- 8109

INCIDENT RESPONSE CHECKLIST

Pipeline operators will concentrate on shutting down pipeline facilities. Responders should focus on protecting the public and isolating or removing ignition sources.

1. APPROACH CAUTIOUSLY FROM: UPWIND, UPHILL or UPSTREAM

- Stay clear of Vapors, Fumes, Smoke and Spills
- Do NOT park over a manhole or storm drain
- Do NOT assume that gases or vapors are harmless because of lack of a smell

2. SECURE THE SCENE

- Establish isolation zones and set up barricades
- Employ the Incident Command System

3. IDENTIFY THE HAZARDS

- Obtain information from persons at the scene
- Locate pipeline markers to identify: product, operator name and emergency phone number
- Refer to DOT Emergency Response Guidebook

4. ASSESS THE SITUATION

- Is there a fire, spill or leak?
- What are the weather conditions?
- What is the terrain like?
- Who and what is at risk?
- What resources (human and equipment) are required?

5. OBTAIN ASSISTANCE FROM TRAINED PERSONEL

- Contact your organization
- Contact the pipeline operator

6. RESPOND TO PROTECT PEOPLE, PROPERTY AND THE ENVIRONMENT

- Consider the safety of people first, including your safety
- Eliminate ignition sources
- Rescue and evacuate people
- Control fire, vapor and/or leak

7. WORK TOGETHER WITH THE PIPELINE OPERATOR

Facilities PREP CHECK LIST

DONE	ITEM	BLDG/RM	NOTES
1	Radios: (5) radios for Maintenance (6) for contractors. Charge and place in Loren's office the day before	82	
2	Keys: Get required keys from Chris Weiss = Tracker Keys, bldg 33,35, Sodexo back door, frig & freezer of Sedexo and Culinary, Won doors 455 key		
3	Generator and cables for (2) sculpture chemical baths	23	Call Francis or Jim
4	Generators and fuel		
5			
6	Bring generator from soccer field to Maint. Yard	82	
7	Backup master door access controls CPU located at Business Office	10-126	Arron's desk
8	Backup master security alarm CPU located at Cuyamaca		
9	Change batteries in alarm and fire panels		
10	Reserve/rent generator from Sunbelt 619-574-1908, cell Juston 619-572-5772 , 56kw, 3phase, 208/120volt, 200amp, (1) 50' #2 Banded 5-wire pin and sleeve. 103gal., Uses Red Dye Diesel. MTS-2 exterior panel on right is Sodexo. Left panel is Griffin Gate. ESK1 panel inside is Sodexo	60	To power up walk in frig and freezer in Sodexo. Another generator needed to do Griffin Gate
12	Move food from Culinary to Sodexo?	60	
13	Move chemical frig to red outlet in photo	20	
14	Move Health Service Frig of vaccines to CAPS	60	
15	Tools Needed: Outlet tester, churper, meter to test equipment, flashlights, extension cords		
16	Gas turn off tools: wrench, allen wrench, flat head screwdriver		
17			
18	FYI, outlet 70 outside East next to FACP Room works on backup power.	70	
19	Switch from 36 to 35 for exhaust fan	36-337	
20	Chula Vista Electric to throw the KV12 switch. Need phone #		
21	Notify campus to turn off CPUs etc.		
22	Know how to prime pumps for the osmosis system	30	
23	Move rock	34	Chris Wiess
24	White snake	30	Chris Wiess
25	Notify Susan Richardson for photo printer heads	20	
26	Setup Generator for Sodexo. Test Griffin Gate as well	60	

POWER OUTAGE

BEFORE POWER OUTAGE (day of)

DONE	ITEM	BLDG/RM	NOTES
1	Radios set to channel 3. Contractors ch 2. Use Ch 1 for radio to radio		
2	Pool equipment off	41	
3	Shut gas off to bldg for kilns	27	Check to see if this is needed
4	Unplug CPUs		
5	Move chemicals into frig from 20-119 to 20-110	20-119	
6	Move chemical frig from 20-110 to to red outlet in 20-208	20-108	
7	Move cadavor to 30 if there is one in there.	33	
8	Generator for (2) sculpture chemical baths	23	They have generator
9	(4) persons to man all four generators when power goes down	70, 86 ,51, 57	
10	Make sure have all keys		
12	Make sure of backup on security systems	10	And Cuyamaca
13	Turn power off to osmosis system on roof	30	
14			
15			
16	DO NOT TURN OFF GAS BY 56 N.E. UNLESS AN EARTHQUAKE BECAUSE THIS WILL TURN OFF THE GAS TO THE EMEGENCY GENERATORS		
17	Test how 30 and 70 go up and down on its own	30, 70	
18	Setup Generator for Sodexo.	60	
19	Outage meeting Dec 23, 7am		
20	Outage happens Dec 23, 7:30am		

POWER OUTAGE

DURING POWER OUTAGE

DONE	ITEM	BLDG/RM	NOTES
1	IT Tech Mall server room - power and HVAC	70	
2	Check chemistry frig is working (-80 degrees)	30-136	
3	Chemistry frig (3). One of them is explosion proof frig	30-144	
4	EF-2 (Exhaust Fan 2)	30-144	
5	Frig (2)	30-138	
6	Cadavor HVAC	30-150	
7	Animals HVAC	30-152	
8	Frig	30-234	
9	EF-5	30-234	
10	FYI, Access to roof	30-260	
12	IT District server room - power and HVAC	86	
13			
14			
15	Switch 35 exhaust fan to standby power	36-337	
16	Move cadavor from 33 to 30	33	
17	Check walk in frig and freezer in Sodexo and Culinary.	60	Frig below 45 (35), Freezer below 25 (-4)
18	Check if gas truned off properly	60	
19	Test generator for Griffin Gate	60	
20			
	Check egress lighting, exterior building, and parking lights		
21	Notify Rule 98 Equipment Breakdown (air polution) within 24hrs of emergency generators starting. Leave a message if no one answers. 858-586-2650x00		
22	Unplug CPUs		
23			
24	DO NOT TURN OFF GAS BY 56 N.E. UNLESS AN EARTHQUAKE BECAUSE THIS WILL TURN OFF THE GAS TO THE EMEGENCY GENERATORS		
25	Hook up switch to generate Maint. Offices.		After everyting else is done.
26			

POWER OUTAGE

RE-ENERGIZE CHECK LIST

DONE	ITEM	BLDG/RM	NOTES
1	Make sure all (4) generators switch back to normal power then turn off	71,51, 86, CAPS	
2	Reset security and fire systems	10	
2A	FACP	70-108/110	
3	Central plant is working - Automated Logic	71	Gralcweb12 =computer Username = view only Password = viewaccess123
4	Check Biology frig is working (-80 degrees)	30-136	
5	Biology frig (3). One of them is explosion proof frig	30-144	
6	Frig (2) Biology	30-138 & 142	
7	EF-2/3 (Exhaust Fan 2 and 3)- on roof/check equipment	30-144	
8	Reset disconnect to condensor for cadavor room	30-150	Roof next to AHU#2
9	Animals HVAC	30-152	
10	Frig	30-234	
12	EF-5 = exhaust fan on roof	30-234	
13	FYI, Access to roof	30-260	
14	Osmosis - prime pumps before restarting system on roof	30-260	Iseac Feurt 858-442-2041, iseac@puretecwater.com
15			
16	If air is leaking from lab valves at counters then close air valve and let build up preasure then re-open	30	Behind DI System
17	Move cadavor back to 33	30-150	
17 A	Check Elevators	30	
18	Medical air unit alarm. Hit reset.	34-181	
19	Switch 35 exhaust fan to normal power	36-337	
20	IT District server room - power and HVAC	86	
21	IT Tech Mall server room - power and HVAC	70	
22	Move chemical frig from red outlet to normal power - photo	20	
23	Wan Doors (1). Key 455. Turn to reset then back on.	20	
24	Pool equipment: Make sure CPU is telling cholrine to pump. If not= go into chlorine settings and take "Lockout" off	41	
25	Load Shed: Breakers egress lighting bypass panel TMELA	70	???
26	Load Shed: Panel EML-36. Breakers 2,4,6,8,10	36	???

27	<p style="text-align: center;">POWER OUTAGE</p> <p>Gas on to 60: 1. Turn gas valve on outside. 2. Reset button in 60-178A inside the WH-1 water heater. Inside left panel and small box on left, black button on top. 3. Reset(2) buttons above door between 60-17- and 60-173 on each side. 4. Reset button above 60-157. 5. Relight all burners and ovens with Sodexo and culinary staff help.</p>	60	DO NOT TURN ON THIS TIME UNTIL JAN 2nd, 2017
28	Turn off alarm on boiler on roof. Reset gas button inside same unit (Only if gas was off)	60	60 Roof N.E. corner
29	Boilers on	60-178A	
30	Water heaters on		
31	Notify Rule 98 Equipment Breakdown (air pollution) that generators are off. 858-586-2650x00		
32	Wan Doors (3). Key 455. Turn to reset then back on.	60-140, 20-103	
33	Plug in both frig in Health Services	60-155	
34	LRC security doors	70	
35	Security alarm panel reset. Unplug and plug back in	60	