

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number: F 1.0  
Procedure Title: Building Outage  
Relevant Board Policy/  
SACSCOC Policy: N/A  
Originating Unit: College Services  
Maintenance Unit: College Services

- I. Purpose: To define roles and responsibilities in requesting, coordinating scheduling, and executing utility outages and restoration procedures for outages related to emergencies, daily operations and construction projects.
- II. Procedure statement: This outage procedure covers the operation of building systems under the Facilities Manager (FM) operations. Building system outages are typically required for the purposes of construction, renovation, maintenance, replacement, or repairs to existing systems, subsystems or component parts thereof.

These guidelines do not apply to isolation valves, switches or other such devices that isolate a point of service device that shall result in only the loss of service of the specific piece of equipment, fixture or other device. In these cases, the FM must still notify all affected STAKEHOLDERS of the impact of the outage.

All utility or building system outages shall have one of two classifications, an “EMERGENCY OUTAGE” or a “PLANNED OUTAGE”. The FM is the person who shall remain as the single, primary point of contact throughout the outage.

Systems included in these guidelines include but are not limited to:

- Domestic Cold Water
- Domestic Hot Water
- HVAC
- Electrical, High and Low Voltage
- Natural Gas
- Elevator systems
- I.T. systems
- Fire Suppression (pump, sprinkler, standpipe)

## A. Emergency Outage

1. Emergency outages are required for repairs that must be accomplished immediately to safeguard property and health. The FM and Coordinator of College Risk Management (RM) will maintain an updated roster of Vice Presidents (VP), departmental personnel and security personnel names and telephone numbers to contact as standard procedure.
2. All after-hours emergencies will be initiated by ACPD. ACPD emergency phone number is 210-485-0911 and non-emergency number is 210-485-0099. ACPD shall call the FM and provide details of the situation.
3. The FM shall contact the RM if an outage occurs. The FM shall relay as much information as is possible at that time. The RM shall contact the appropriate stakeholders using the phone tree at that time, using phone, email or text. The FM will complete and forward the Outage Notification Form when time permits.
4. The RM will use the Outage Phone Tree to provide notification.

## B. Planned Outage

1. Planned outages shall include all repair projects with enough lead time to allow them to be accomplished on a non-emergency basis, and all capital and renovation projects which require outages during construction.
2. All building system outages that will result in an interruption of normal system service shall be reviewed, approved, and implemented with the full knowledge and involvement of the appropriate STAKEHOLDERS including FM, ACPD, Building Coordinator, RM and other Palo Alto College (PAC) personnel as necessary.

## C. Communicating Outages

1. Notify ACPD as soon as possible.
2. For all utility or building system outages an "8.5 x 11" sign must be posted by the FM on or in the vicinity of the equipment reading, "Temporarily Out of Service."
3. The FM shall complete the OUTAGE NOTIFICATION FORM and submit to RM for final approval and publication. See ATTACHMENT 1.
4. Outage notifications using the OUTAGE NOTIFICATION shall be issued at least 24 hours prior to the scheduled outage to RM and DPS. RM shall forward to the appropriate STAKEHOLDERS. When outages have widespread impact an additional correspondence shall be sent to the campus community by Marketing and Strategic Communications.
5. If the outage affects ten or more sprinkler systems and exceeds eight or more hours, the FM shall notify the RM. The RM shall in turn notify the District Risk Manager prior to the outage and also after all the work has been completed.
6. The FM shall coordinate all aspects of the outage. Depending on the extent and complexity of the outage, this may include a constant or a periodic presence on

site, and/or coordinating and texting updates to key STAKEHOLDERS as appropriate.

7. If the intended scope of work could not be accomplished, the FM shall notify and/or meet the appropriate STAKEHOLDERS and propose a rescheduled date.
8. If a Fire Watch is implemented, ACPD schedules the officers to monitor the building.
9. If the closing of a building is necessary, the FM, RM and PD will brief the situation to the VP of College Services (VPCS). The VPCS will advise the President on recommendations and procedures for closure provided by the FM, RM and PD. All building closures must be approved by the President.

#### D. Fire Watch: Fire Alarm and/or Sprinkler System Outages

1. The 2015 International Fire Code defines a Fire Watch as a temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.
2. The following must be met if the fire alarm and/or sprinkler systems of any building is out of service or impaired.
  - a. Out of Service: When a fire protection system (i.e., fire alarm and /or sprinkler system) is out of service, DPS shall be notified immediately and the building shall be either evacuated or an approved Fire Watch must be established. The following guidelines must be followed:
    - i. An 8.5” x 11” sign must be posted by the RM at all entrances of building reading, “FIRE WATCH IN PROGRESS. IF YOU SEE ANY SIGNS OF SMOKE OR FIRE CONTACT DPS AT 210-485-0911.”
    - ii. Make sure you have all the required equipment necessary for the fire watch. Required items are: charged cell phone, working flashlight, address of the facility.
    - iii. Make contact with a responsible party on arrival including the fire watch person you are relieving. (ex: administrative personnel, security officer in charge, building coordinator).
    - iv. Exchange phone numbers with the responsible party so they can contact you while you are on site.
    - v. Familiarize yourself with the facility layout. Check to make sure egress is not impeded or obstructed. Plan for the worst case scenario.
    - vi. Locate fire extinguishers should you need them.
    - vii. Patrol all areas at least once per hour for large facilities. Smaller facilities should have all areas patrolled every thirty minutes (30 min).
    - viii. Do not leave your watch or watch duties without being properly relieved. Verify who your scheduled relief will be and contact them and/or a supervisor if they do not show up.

- b. Impairment: When a fire protection system (i.e., fire alarm and /or sprinkler system) is okay, but the fire alarm panel is not responding to dispatch. DPS must be notified immediately. The following guidelines must be followed:
  - i. DPS or designee will patrol the area once an hour to see if there are any visible signs of any issues.
  - ii. Personnel must call DPS at 210-486-0911 if the building fire alarm is activated.

Attachments:

- 1. Outage Notification Form
- 2. Phone Tree

Date Created: April 21, 2020

Date Updated/ Approved: July 6, 2020

Approved:

(signed: Katherine Doss)

Interim Vice President of College Services

(signed: Dr. Robert Garza)

President