

**Title:** Unplanned Electrical Power Outage Response and Recovery  
**Department:** Physical Plant Management  
**Effective Date:** 11/2/2018

## PURPOSE

The purpose of this procedure is to provide guidelines for communication and operational protocols for PPM staff during and after there is an unplanned electrical power outage. For the purposes of this procedure an *unplanned electrical power outage* is defined as an unforeseen loss of electrical service longer than 15 seconds that impacts one or more major state or auxiliary buildings. See attached map for CSUN substation locations and buildings served.

## RESPONSIBILITY

In the event of an unplanned electrical power outage, the following departments have the following general responsibilities:

**Physical Plant Management (PPM)** assesses all available information regarding the extent of the outage, the physical condition of equipment, buildings, and substation(s) and communicates with parties external to PPM and CSUN to gather information and understand anticipated repair timelines. PPM may also make or initiate repairs to campus electrical equipment as appropriate.

**Marketing & Communications** approves language of all official communications distributed by website, social media, text and cellphone/voicemail.

**Department of Police Services (DPS)** distributes official communications via the campus Blackboard system.

## PROCEDURE

Unplanned power outages are identified by RENO, field observation, or direct report from campus staff. Immediately after the onset of an unplanned electrical power outage the *Power Loss Communication Protocol* is activated.

### Regular Hours Response (M-F 7:00 a.m. to 5:00 p.m.)

#### **Electric Shop:**

- Investigate and deploy staff as needed to assess the extent of the power outage;
- Deploy (PPM staff across functional units) to check campus elevators for entrapment; (See appendix for list of elevators.)
- Call 911 in the event of a life threatening emergency;
- Verify critical uninterruptable power supplies, automatic transfer switches and generators are operating as expected; (See list in appendix below.)

- Verify secondary generators are operating as expected;
- Begin deploying portable generators based on the likely power restoration period;
- Consider generator refueling needs based on generator run time assessments.

**Central Plant:**

- BSE or Facilities Control Specialist contacts DWP to understand the nature of the problem and any anticipated repair timelines;

*DWP Contact Information*

1. Account Manager: Jacky Magarin – (213) 367-2235
2. Account Supervisor: Heidi Bass – (213) 367-2422
3. Electric Trouble: (800) 624-8708 – Identify CSUN as a PREMIER ACCOUNT
4. 24 Hr Call Center: (800) 342-5397 – Identify CSUN as a PREMIER ACCOUNT

*Substation Information* DWP does not recognize CSUN substation names and must be referenced by address and/or IS numbers below:

Substation A	17933 Prairie St.	IS 3102	(Has secondary feed)
Substation B	18100 Plummer St.	IS 2920	(Has secondary feed)
Substation C	9200 Lindley Ave.	IS 3104	(Has secondary feed)
Substation D	18240 Plummer St.	IS 3181	(Has secondary feed)
Substation UPA	9800 Lindley Ave.	IS 2652	(No secondary feed)
Substation UVA	10021 Zelzah Ave.	IS 2216	(No secondary feed)

- Provide support as needed until power is returned.

**After Hours Response (All Other Times)**

- BSE calls up chain of command to report problem and activates *Power Loss Communication Protocol*;
- Electric Shop staff and PPM management contacted for emergency response to campus;
- Additional staff called in as needed to support regular business hour protocol above.

**Recovery (All Times)**

**Electric Shop:**

- Deploy staff as needed to verify power is available in impacted buildings and fully restored;
- Verify electrical gear is working and breaker positions are correct.
- Reset fire dampers and fire doors (See appendix below).
- Reset time clocks controlling lighting and other systems.
- Collect deployed generators and refuel all generators as needed.

**Central Plant:**

- Confirm building systems are operating in all impacted buildings as needed;
- Investigate EMS operation.

**REFERENCES**

*Power Loss Communication Protocol*

**APPROVED**

  
 Jason R. Wang, Senior Director

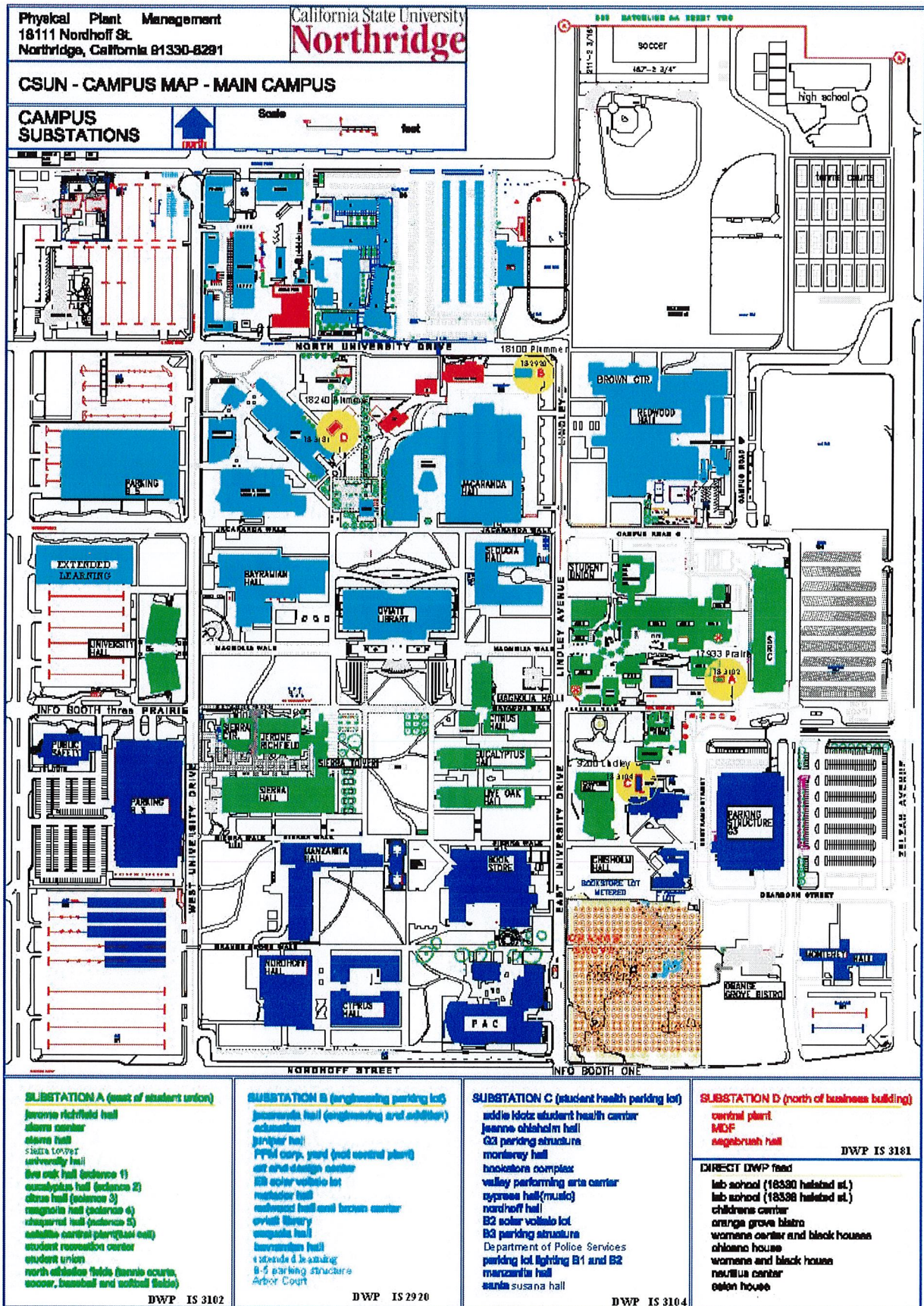
11-07-18  
 Date

## **APPENDIX**

### **Key Contact Personnel**

- Physical Plant Management      Primary: Douglas Wells  
Secondary: ADs Engineering Services (Todd Andrew, Steven Corpuz)  
Tertiary: Jason Wang
- Marketing & Communications      Primary: Jeff Noblitt
- Department of Police Services      Primary: Scott Vanscoy  
Secondary: Anne Glavin
- President's Cabinet      Primary: Ken Rosenthal  
Secondary: Colin Donahue

# Campus Substation Map



## Campus Elevators

State #	Location	AKA
39678	Bayramian Hall (East)	Student Services
39677	Bayramian Hall (West)	Student Services
99730	Bookstore	NOT AMTECH
107895	Central Plant	
152483	Chaparral Hall (Sci-5)	Science 5
152484	Chaparral Hall (Sci-5)	Science 5
90248	Chisholm Hall	NCOD
99275	Citrus Hall	Science 3
110310	Cypress Hall	
100410	Eisner Education (E)	
100409	Eisner Education (W)	
33070	Eucalyptus Hall	Science 2
	Extended University Commons	Extended Learning (Exl)
99626	Housing UPA Bldg. 12	
99628	Housing UPA Bldg. 14	
99627	Housing UPA Bldg. 15	
152286	Housing 16	
152287	Housing 17	
41032	Jacaranda Hall	Engineering
100912	Jacaranda Hall (E-Add)	Engineering Addition
100558	Juniper Hall (NE)	COBAE/Bookstein
100559	Juniper Hall (SW)	COBAE/Bookstein
	Lilac Hall	Research I
117774	Manzanita Hall N	
117775	Manzanita Hall S	
117816	Manzanita Hall W/C Lift	
99310	Monterey Hall	
61193	Nordhoff Hall	Speech Coms Bldg
127995	Nordhoff Hall W/C Lift	
56500	Oviatt #1 (East)	3&4 side by side, core
61113	Oviatt #2 (West)	core
56490	Oviatt Escalator (1-2)	
56491	Oviatt Escalator (2-1)	
56493	Oviatt Escalator (2-3)	
56492	Oviatt Escalator (3-2)	
56494	Oviatt Escalator (3-4)	
56495	Oviatt Escalator (4-3)	
99398	Oviatt Library (East)	Addition
110787	Oviatt Library (West)	Addition
140587	Parking B-3 (North)	
140586	Parking B-3 (South)	
128126	Parking B-5 (East)	
128125	Parking B-5 (West)	
152135	Parking G-3 (East)	

152218	Parking G-3 (West)	
144289	Police Services	
107520	Redwood Hall (new)	
86538	Redwood Hall NW	Kinesiology
100358	Sagebrush Hall	
75432	Santa Susana Hall	FOB
99720	Housing Administration	Satellite Student Union (SSU)
117969	Sequoia Hall W/C Lift	
117608	Sequoia Hall	
38434	Sierra (SW)	
128227	Sierra Center (East)	NOT AMTECH
128225	Sierra Center (Kitchen)	NOT AMTECH
128226	Sierra Center (West)	NOT AMTECH
38477	Sierra Tower (North)	
38478	Sierra Tower (South)	
155945	SRC	
158634	SRC	
62449	Student Health #53	
62451	Student Health (East)	Dumb Waiter
62450	Student Health (West)	Dumb Waiter
117613	University Hall (East)	
117612	University Hall (West)	
106621	USU 1 East Conf	East Building
106619	USU 2 Southwest	
106622	USU 3 East Conf	East Building
106620	USU 4 PAC	Plaza del Sol Performing Arts Center
63031	USU Main	B Bldg
140898	USU Sol Center	
158531	VPAC (1)	Lobby Cars
158532	VPAC (2)	Lobby Cars
158533	VPAC (3)	Security Office
158534	VPAC (4)	Radio Station
158614	VPAC (6)	Freight
157348	VPAC W/C Lift	
157349	VPAC W/C Lift	

## Generator Assessment

Location	Unit in KW	Fuel tank capacity (gal)	Manufacturer
Arbor Court [ Portable E-165 ]	125	260	Stamford
Art Design CTR. (ADC)	35	120	Olympian (D25P2)
Bayramian Hall	300	200	Spectrum Detroit Diesel (6063-TK35)
Chaparral Hall	300	1325	Caterpillar (C9)
Citrus Hall	250	200	Cummins (NT855-GS3)
Dept. Police Services **	450	1700	Cummins (QSX15-G9)
Dept. Police Services EOC Generator	12.5	10	Onan/Isuzu (35ZYI015WNA)
Eucalyptus Hall	25	150	Cummins
Manzanita Hall	95	80	Kohler (80REOZJ)
MDF **	230	1000	Caterpillar (3306)
Nordhoff Hall	230	120	Spectrum Detroit Diesel (230DS60)
Oviatt A	200	300	Onan (200DFAA)
Oviatt B	80	300	Onan (80DGDAL3151)
Parking Structure B3	30	120	Generac (90A02386-S)
Parking Structure B5	80	120	Cummins 6-Cylinder (6BT5.9-G6)
Portable (E-151)	86	100	John Deere / Marelli
Portable (E-152)	69	100	John Deere / Marelli
Portable (E-153)	86	100	John Deere / Marelli
Redwood Hall	100	55	Olympia (95AC1788S)
Sequoia Hall **	250	200	Cummins Onan Gen-Set (250DFAC)
Sierra Tower	60	80	Spectrum Detroit Diesel (60Ds60)
Sierra Tower (FP)	Fire Pump	150	Perkins (AA70329)
Student Health	20	120	Generac (90A02386-S)
University Hall & Extended University Commons	230	300	Caterpillar (3306)
VPAC **	600	1325	Doosan / Generac

\*\* Denotes critical generator

### **Manual Reset Fire Damper Locations**

Jacaranda Hall Original Section Main Building, floors 1-4 – HVAC Supply and Return registers

### **Manual Reset Fire Door Locations**

Nordhoff 110, 141