

## Power Outage Procedure

1. After the electricity goes out for more than a few seconds, the VP of Administration and Finance will consult with the Director of Physical Plant and Facilities to determine if the outage is likely to be more than just a brief outage. If so, then continue with the following steps.
2. The VP of Administration & Finance will contact the Vice President of Information Technology to inform him/her that the power outage is likely to continue. If the VP is not available, the Core Services staff will be contacted. This must be done as quickly as possible.
  - a. IT will begin the Server Shutdown procedure.
3. The Director of Physical Plant and Facilities will contact DP&L to find out more about the cause and likely duration of the outage.
  - a. As soon as possible, he will provide the VP of Administration and Finance with an estimated duration.
4. The VP of Administration & Finance will send out an Edison Alert (PowerOut) to Cabinet calling them to assemble in his office.
  - a. He will also ask the Administration & Finance Admin Assistant to provide information regarding campus events occurring that day.
5. The Cabinet will decide whether or not to close the campus.
6. If the decision is to close the campus, the following notifications will be made:
  - a. The VP of Administration & Finance will send out an Edison Alert notifying the campus about the closure.
  - b. Each Cabinet member will contact the area points of contact assigned to them.
  - c. The Administration & Finance Admin Assistant will contact TV outlets
7. Security and Facilities will begin clearing the building as appropriate and locking doors.

## Area Points of Contact and Who Would Contact Them

- Library – Vice President of Information Technology will contact:
  - Nancy Madden
  - Loleta Collins
- East Hall – Vice President of Academics will contact:
  - Kim Kiehl
  - Kelli Gerlach
- North Hall - Vice President of Academics will contact:
  - Libbie Eyer
- West Hall – Administrative Assistant to the President will contact:
  - Cathy Barrow
- HR, B&I, Presidential Suite – Vice President of Human Resources will contact:
  - Natalie Rindler
- Student Services – Vice President of Advancement will contact:
  - Amber Selhorst
- South Hall - Vice President of Human Resources
  - Karen Baker
- Darke County – Vice President of Advancement
  - Elaine Howell

## **External Entities to Be Contacted**

- OhioLink
- OARNet
- Parents of Children in the Childcare Center
- Others to be contacted if there are events scheduled, e.g.
  - Foundation Board Members
  - College Trustees
  - Organizers of special events
  - Television stations