# **Power Outage**

Determine if there is a need to Evacuate the school, seek shelter, or stay put. Most power losses are short term and occupants are safer if they remain in place.

# Power Lines down in area:

- Have staff members posted in the area of the downed power lines to prevent students from going near them if it is safe to do so
- · Call 911 requesting assistance
- · Notify BOE / Superintendent's Office

# **During Outage:**

- · Immediately report the power outage to BOE/Superintendent
- · Communicate with staff and update them on the status of the outage
- Verify that emergency equipment (e.g. lighting, alarm systems etc.) are operating
- Contact computer room personnel so that they can start power down procedures
- · During the power outage, shut down all non-essential equipment

# **After Power is Restored:**

- Activate the "ALL CLEAR" signal and provide verbal instructions
- Slowly turn on lights and equipment to avoid overtaxing the power immediately

Incident Commander .	Coordinate actions of school personnel with internal and external responders Use available resources to assist responding agencies as required Prepare for possible Evacuation of the school or Early Dismissal Work with Maintenance Department and local utilities to determine the estimated time power outage
Head Custodian	Direct the shutdown of utility lines or systems appropriate for the emergency Coordinate efforts with the Maintenance Department and public utilities Prepare to assist first responders with manpower, materials and equipment Re-activate utilities and systems when appropriate with assistance from the Maintenance Department
School Nurse .	Assist the IC with an Early Dismissal or Evacuation procedures
School Counselor .	Follow school protocol to support students with disabilities and emotionally vulnerable students Determine if mental health response team is needed to support distressed students.
School Resource Officer	Assist the IC with an Early Dismissal or Evacuation procedures
Evacuation Coordinator	During an emergency, the Evacuation coordinator should effectively communicate all information to the IC
Reunification Coordinator	Assist the IC with an Early Dismissal or Evacuation procedures

#### DISCOVERY

Discoverer determines type of incident including:

1. Extent of outage



### NOTIFY

Discoverer notifies:

Principal or other school official

#### ACT

Establish Incident Command

Incident Commander obtains:

- Description of incident, what happened, location and time
- Number and type of injuries (if any see also the Medical Emergency Event Aid and Flow Chart)
- 3. Number of people involved
- 4. Does the threat still exist?
- 5. Action(s) taken
- 6. Extent of outage (areas affected)

Incident Commander will:

 Notify Head Custodian, CRT and Maintenance Department

Incident Command is in effect

#### ASSESS

Incident Commander and Head Custodian assess situation:

- Are power lines down or is electrical equipment exposed?
- Is outage a result of fire?
- 3. Are elevators affected and are people trapped?
- 4. Is there a situation that could result in injury to occupants?
- Have emergency or hazardous conditions resulted from the outage?
- 6. Will responders have to perform rescues?
- 7. How long until power can be restored?

# NOTIFY

Incident Commander notifies:

- 1. BOE / Superintendent
- 2. 911 if needed
- 3. Power company if needed

# ACT

Incident Commander will:

- 1. Alert occupants
- Evacuate affected areas if needed
- 3. Secure area
- 4. Meet outside responders at emergency access points
- 5. Update the CRT

Crisis Response Team will:

Communicate with
 Head Custodian to
 determine what critical
 systems are affected

### NOTIFY

Crisis Response Team will notify:

- Affected faculty and staff
- School counselor/ mental health crisis team manager if power outage becomes prolonged and mental health response team needs activated to work with distressed families.



#### **POST-INCIDENT**

Incident Commander, Crisis Response Team and/or County School Administrator will:

- 1. Initiate Incident Report
- Debrief BOE and school staff
- 3. Debrief with school counselor/mental health crisis team manager
- 4. Implement critical stress debriefing program if needed
- 5. Conduct Post Incident Critique and take corrective action(s)