

**DPS STANDARD OPERATING PROCEDURE****SUBJECT:**

**POWER OUTAGE**  
**DPS SOP 2007- 32**

**SECTION(S)**

ALL

**DISTRIBUTION:**

ALL PERSONNEL

**ISSUING AUTHORITY:**

ROBERT MALDONADO  
CHIEF OF PUBLIC SAFETY  
(ELECTRONICALLY SIGNED)

**EFFECTIVE DATE:**

DECEMBER 8, 2011

**REVISED DATE:**

April 22, 2016

**SUPERSEDES:**

Reviewed/Revised re  
IACLEA/CALEA

## **Power Outage**

INDEX	PAGE
References, Attachments, Application, Purpose, Policy	2
Definitions & Procedures: Electrical Power Failure	2
Duties & Responsibilities of Emergency Communication Center Personnel	3
Duties and Responsibilities of the DPS Patrols	3
Duties and Responsibilities of the Patrol Sergeant	4
Duties and Responsibilities of the Duty Officer	4
Duties and Responsibilities of the Command Staff	4
Assignment of Additional Personnel	5

### **NO IACLEA STANDARDS**

### **CALEA STANDARDS**

<i>Standard</i>	<i>Page</i>
<b>81.3.2</b>	<b>2</b>
<b>46.1.2</b>	<b>2</b>
<b>81.2.3</b>	<b>3</b>

## REFERENCES:

- SOP 2011-07 Emergency/Disaster Response/Mobilization
- Power Outage Notification List (Maintained at the ECC)
- SOP 2011-53 Emergency and Incident Notification to Other University Depts.

**ATTACHMENTS:** None

**I. APPLICABILITY:** This Standard Operating Procedure is applicable to all members of the Syracuse University Department of Public Safety (DPS).

**II. PURPOSE:** The purpose of this policy is to provide guidance to members of this department when responding to electrical power outages on campus, which will impact building lighting and infrastructure, such as elevators and some heating and ventilation systems. We are also concerned about power interruptions in that patrol area adjacent to the University designated as the 'Orange Watch'. A power outage may also affect the surrounding community or the city at large thereby resulting in a delayed response by outside service providers. Syracuse University Department of Public Safety and several other key departments on the Campus possess backup generator facilities and should not therefore suffer a complete loss of electrical power and radio and computer supported services. **(81.3.2)**

**III. POLICY.** It is the policy of the DPS to safeguard life and property and to respond in a proactive manner to meet the various needs of its community. The DPS will work in a cooperative manner with all University departments, private entities, as well as local, state, and federal agencies to deal with the safety and service needs impacted by a power loss to the campus and neighborhood community.

## IV. DEFINITIONS:

- A. Power Outage:** A disruption of commercial electrical service. In the event that the outage is expected to be of intermittent and/or of a short duration, the need for extensive remediation is minimal. Power outages of longer duration present greater problems and may require implementation of the University Disaster Plan in order to maintain minimum safety and security standards and operations.

## V. PROCEDURES: Electrical Power Failure

- A.** For the purpose of this policy, loss of electric service will be classified as a level #1 Emergency. Any interruptions of service that is expected to be protracted might necessitate a more comprehensive response under the general DPS SOP 2011-07 Emergency Disaster Response/ Mobilization.
1. A DPS response to a major power outage should be in accordance with SOP 2011-07 referenced above which outlines the activation and utilization of the National Incident Management System (NIMS) Incident Command System (ICS) response within the University Emergency Disaster Response/Mobilization policy and plan. **(46.1.2)**

2. The DPS will be alert to assist Physical Plant Personnel attempting to gain access to University buildings affected by a power outage (small scale) and that have failed security/entry control systems.
  - a. The ECC has a single set of building keys, of the five lock sets for the campus and may issue them to Physical Plant personnel for access while switching/repairing power loss situations if needed.

**B. Duties and Responsibilities of the Emergency Communications Center (ECC) Personnel: (81.2.3)**

1. Obtain as much information as possible relative to the affected area.
2. Notify the DPS Patrol Sergeant and Physical Plant Department upon receiving reports of electrical power outage on campus.
3. Dispatch patrols and Safety units to identify affected areas, determine if traffic signals are operational, and check for downed power lines.
4. Maintain a CAD entry of affected locations.
5. Notify affected Emergency Contacts on the Power Outage Notifications List maintained in the Emergency Communications Center.
6. Attempt to obtain an estimated time relative to service restoration and notify the shift supervisor.
7. Be alert for Physical Plant Personnel that may need access to the limited number of building keys that the ECC maintains for entry into a building suffering a power loss.
8. Monitor possible alarms resulting from interrupted power source.
9. In the event of notification relative to a student, staff, or faculty member requiring special medical needs (i.e. oxygen) the Communications Officer will notify Syracuse University Ambulance (SUA).

**C. Duties and Responsibilities of DPS Patrols:**

1. Determine extent of affected area and update the ECC.
2. Determine if traffic signals are operational and provide traffic control if necessary.
3. Check for downed or exposed power lines. If located, secure area. Exercise safety considerations and operate under the assumption that all lines are energized until determined otherwise.
4. Check for people trapped in elevators. Notify Communications Officer if elevator repair personnel are needed to free occupants. Fire Department must be dispatched if there is an exigency that necessitates immediate extrication.
5. Make frequent foot patrols of affected buildings and residence halls to provide information and service related to the safety and security matters caused by the power loss.

**D. Duties and Responsibilities of the Patrol Sergeant:**

1. The Patrol Sergeant will ensure that all required notifications are made depending on the expected severity and length of the incident.
2. In the event that the power outage will last for an undetermined time, the on-Patrol Sergeant will:
  - a. Notify the Duty Officer
  - b. Ensure that patrol officers are responding in a manner appropriate to the circumstance.

**E. Duties and Responsibilities of the Duty Officer:**

The Duty Officer should consider the following factors and take actions as necessary:

1. Whether additional personnel should be called in or officers held over on a shift.
2. If patrols should be assigned to a specific affected area, i.e. Residence Halls.
3. Whether entry to the campus should be restricted.
4. Whether the power outage might evolve into a level 2 emergency thereby necessitating a more coordinated and comprehensive response.
5. If necessary the Duty Officer will respond to the campus and assume command over the incident.
6. If necessary the Duty Officer will establish a command post and work in a concerted effort with the Syracuse Police, the Department of Public Works, as well as the University Departments of Safety and Physical Plant.

**F. Duties and Responsibilities of the Command Staff:**

1. In the event of a prolonged power outage that would negatively impact either the entire University or a large percentage, the command staff will:
  - a. Respond to the appropriate scene as determined.
  - b. Ensure that the Incident Command System has been activated properly and the required procedures have been initiated.
  - c. Relieve the DPS Incident Commander if necessary and/or prudent.
  - d. Assess incident priorities and status of the established goals and objectives.
  - e. Make the required notifications to the University hierarchy per SOP 2011-53 Emergency and Incident Notification to Other University Departments.
  - f. Liaison and/or meet with the Emergency Preparedness Committee at the University Emergency Operations Center (EOC) located at 621 Skytop, if activated (if necessary, a designee may

be assigned to this duty). Act as point-of-contact for coordination efforts with other departments and agencies.

**G. Assignment of Additional Personnel:**

1. Upon notification of a prolonged power outage available auxiliary staff will make themselves available to the on shift supervisor or Incident Commander through the Emergency Communications Center.
2. Those personnel will then assist in any capacity for which they are trained or are capable.

**POLICY REVISION HISTORY**

<b>NO</b>	<b>SECTION REVISED</b>	<b>DATE ISSUED</b>
1	Reviewed and Revised re format and titles	3/5/13
2	Reviewed re IACLEA/ CALEA	04/22/16
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