


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

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| Section: | Administrative | Procedure Number: | ADM-02 |
| Subject: | Loss of Electrical Service | Effective Date: | January, 1980 |
| | | Revised Date: | October 2016 |
| Facilities Officer: |  | Reviewed Date: | February 2023 |

Standard Operating Procedure

In the event of a total or partial loss of electrical service, immediate steps will be taken to notify personnel and to minimize the time needed to restore electrical service to the disrupted areas.

Purpose

To provide a systematic approach to restoring electrical service by outlining specific procedures, which are designed to enhance communication and the safety and protection of all occupants affected by a loss of electrical service. An electrical outage that significantly impacts the clinical operations may necessitate calling a code copper (EP-08-014 and appendices).

Procedure

1. Any person experiencing either an impending or actual interruption in electrical service should notify Central Control at extension 383-5353 or 383-4298.
2. Central Control Operator on duty shall immediately verify, through the building automation system, that the equipment running on emergency power is operating properly if the area being affected by the loss of electricity is equipped with an alternate emergency power source.
3. The Central Control Operator on duty shall then notify the UT Police Dispatcher at extension 383-2600 (STAT) and the following facilities staff in the order listed and report the nature of the emergency and whether or not the appropriate emergency generator(s) has started.

| | OFFICE PHONE | CELL PHONE |
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| Doug Queenan Manager, Electrical Maintenance | 419-383-5499 | 419-350-4778 |
| Todd Marti Director, Facilities Maintenance & Joint Commission Compliance | 419-383-4357 | 419-265-3281 |
| Jason Toth AVP, Facilities | 419-530-1418 | 419-297-3338 |

4. The UT Police Dispatcher, following notification of the emergency, will notify the following individuals, in the order listed and report the nature of the emergency.
 - A. Telephone Operator
 - B. Hospital Administrator on-call
 - C. Appropriate Building Coordinators (House Supervisor) refer to (S-08-027)
 - D. Director of Safety & Health
5. The Central Control Operator, upon further direction from the Manager of Electrical Systems, will begin the "call-in" procedure for additional facilities personnel in consecutive rotation as outlined in the on-call list located within Central Control Center.
6. The Central Control Operator on duty may have to periodically relate the status of the electrical outage to the Building Coordinators in preparation for announcement to be made over the P.A. system by the Telephone Operators.
7. The Director, Facilities Maintenance, along with the Director, Facilities Operations, shall evaluate the severity of the problem and take appropriate action in restoring normal electric service back to the area(s) affected by the outage.

The main criterion for determining the course of action will be the time table for restoration of the normal electrical service and an evaluation of the emergency generators capability to maintain an adequate amount of temporary power.

The actual need for equipment and actions required will have to be based on the extent of damage incurred to the electrical distribution system.

8. The Director, Facilities Maintenance, along with the Manager, Electrical Maintenance, will notify the AVP, Facilities & Construction, of the location of the electrical outage, the status of the emergency generator operation and the plan of action and estimated time required to restore normal electrical service.

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9. If deemed necessary to meet the emergency, as determined by the Director, Facilities Maintenance, Director, Facilities Operations (or designee) in conjunction with the Senior UT Police Officer on duty, House supervisor, and a representative from Safety and Health, and incident command structure shall be established.
10. The electrical power distribution system providing service to the institution is designed to remain in full service capability up to a 50% loss of the main sub-station. Should a major disaster occur, which disables our main sub-station, the following procedures are to be followed to provide alternate electrical service on a temporary basis until needed repairs are made.

11. The Telephone Operator, following notification by the Campus Police Dispatcher, shall notify the following individuals, in the order as listed, and report the nature of the emergency. Refer to S-08-027 for building coordinators.

12. Incident Command Structure

Reference EP-08-014

13. Building Coordinators or their designees shall activate secondary command centers in the lobby of each respective building.

It shall be the responsibility of Building Coordinators to inform the occupants of their respective buildings of the emergency. The Building Coordinator shall be responsible for implementing the emergency plans as set forth from the Command Center.

14. If Toledo Edison confirms a restoration of service to the loop within 24-36 hours, the best option is to utilize a mobile sub-station to provide temporary service to our distribution lines at 12,470 volts. Two sources for these units are:

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| <p>Toledo Edison 24/7 Service Line: Distribution Issues: 800-331-5487 Transmission Issue: 800-433-8445 Contact: Matt Shindell Phone: 419- 249-5375 or 419-340-4706 (cell)</p> | <p>2-10 MVA units available on priority basis.</p> |
| <p>Ohio Transformer Corporation 1776 Constitution Ave Louisville, Ohio 24/7 Service Line: 330-871-2444</p> | <p>Maintains a large inventory of portable substations and replacement gear on rental basis.</p> |

15. If Toledo Edison cannot restore the loop within a reasonable time frame, the institution may resort to portable diesel Generator units supplying 480 volts for connection directly into the Hospital distribution system. Two sources for these are:

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| <p>Toledo Edison 24/7 Service Line: Distribution Issue: 800-331-5487 Transmission Issue: 800-433-8445 Contact: Matt Shindell Phone: 419- 249-5375 or 419-340-4706 (cell)</p> | <p>3-Mobile units available on priority need basis 500 KW</p> |
| <p>Western Branch Diesel 1616 Metric Avenue South Canton, Ohio 24/7 Service Line: 740-391-8631</p> | <p>Units available for rental: 2-1000 KW 1- 750 KW 2- 600 KW</p> |
| <p>Laibe Electric 404 N Byrne Rd Toledo, OH</p> | <p>2- 300KW</p> |

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| 24 Hour Service Line: 419-724-8200 | |
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Outside labor and engineering:

Laibe Electric
 404 N. Byrne Rd.
 Toledo, OH.
 Phone: 419-724-8200

Romanoff Electric Corporation
 5570 Enterprise Blvd.
 Toledo, OH
 Daytime phone: 419-726-2627
 After Hours: Shannon Westfall 419-469-3012

G.E. Energy
 Gary Hostetter
 1690 Woodlands Drive, Suite 370
 Maumee, Ohio 43537
 216-883-1000
 800-221-7350

| MANAGER | OFFICE PHONE | CELL PHONE |
|--|--------------|--------------|
| Todd Marti Director, Facilities Maintenance & Joint Commission Compliance | 419-383-4357 | 419-265-3281 |
| James Graff Director, Facilities Operations | 419-530-1053 | 419-466-1682 |
| Doug Collins Director, FM/Grounds SP Liaison | 419-530-1011 | 419-260-8455 |
| Michael Green Director, Energy Management | 419-530-1036 | 419-461-0577 |