



## EMERGENCY POWER SUPPLY POLICY & PROTOCOLS

The following has been established as the policy and protocols to be undertaken in the event of a power outage at any College facility.

1. **Alert & Notification.** All College property is networked such that, if there is a disruption to the power supply at a particular location for more than five (5) seconds, the resultant voltage drop or activation of back-up battery power, triggers an alert message\*, which is transmitted to Networking & Telecommunications with details on the nature of the incident.
  - A. The alert message, indicative of a disturbance that last more than five (5) seconds, will be automatically transmitted to the campus Plant Operations and Public & Fire Safety offices.
  - B. Notification may also come via telephone, depending on how the event is discovered by the user community.
  - C. Upon receipt of an outage alert, Plant Operations will contact with Public & Fire Safety headquarters (where dispatch operations are based) so as to cross-check that both departments are aware of the situation and to confirm that an assessment action is underway.
2. **Assessment & Diagnostics.** Immediately after the receipt of an outage alert – either verbally or through automated messaging – Public & Fire Safety headquarters will send a message about the failure to the relevant campus' Power Response Team.\*\* Concurrently, Plant Operations will dispatch the most appropriately-trained resource available to assess the cause and source of the power failure.
  - A. As all campuses are connected to main feeders that deliver power from offsite to College infrastructure, firstly, the Plant Operations responder will examine the incoming lines to determine whether the problem originated therein.
  - B. **NOTE: Plant Operations responder will have thirty (30) minutes from the time of arrival at the site of the outage to determine whether the situation requires escalation. Specifically, if the outage is severe, and/or the source and extent cannot be determined within the thirty (30) minute timeframe, the responder is to contact Public & Fire Safety headquarters and request that an escalation alert to be sent to the campus' Power Response Team.**
  - C. After having investigated the outage thoroughly during the indicated timeframe, the responder will immediately contact her/his supervisor at the campus Plant Operations Office by telephone, hand-held device or email with a brief report on the apparent problem(s). The responder's report must include information on whether the problem appears to relate to the main feeders or an internal campus issue, as well as whether the situation required an escalation alert to the campus' Power Response Team.
3. **Response & Remediation.** Upon receipt of the responder's report, the campus Plant Operations Office will utilize its capabilities to decide the most effective solution to the indicated situation and then implement the relevant action, including undertaking the following steps:
  - A. **NOTE: Plant Operations Office will have thirty minutes (30) from the time that it receives the responder's report to determine if resolution can be attained. If no resolution can be attained within that timeframe, or a reasonable report of the outage details has not been attained within thirty minutes (30) of the arrival of the Plant Operation's responder at the affected facility, then the President, General Counsel, Campus Executive Dean, Vice President of Academic & Student Affairs, Associate Vice President for Student Affairs, and Director of Communications must be notified.**

- B. If it is determined, or if it is believed, that a failure has originated from a main feed, the campus Plant Operations Office will contact the local power company to report the outage and request assistance. Plant Operations will confirm that generator power to the affected location is fully operational and will notify Public & Fire Safety, Networking & Telecommunications, and Central Facilities of the situation status.
  - C. If it is determined, or it is believed, that the source of the power outage is internal – i.e., not related to, or resultant from, issues with the main grid – the campus Plant Operations Office will either authorize the responder to make repairs or will deploy additional resources to execute, or assist in, the corrective work. These resources may include the licensed electrical vendor currently on-contract with the College. Plant Operations will confirm that generator power to the affected location is fully operational and will notify Public & Fire Safety, Networking & Telecommunications and Central Facilities about the situation and its status.
  - D. If it is determined, or it is believed, that a “Multi-Source Power Outage” (‘MSPO’) has occurred – that is, a main line has failed and a local installation’s generator has failed concurrently or no generator is available at that location – then the following special procedure is to be implemented, given that such an incident could effectively shutdown College operations if it occurred at one of the installation’s identified in the “Schedule of Critical Infrastructure,” contained herewith.
    - i. “The Schedule of Critical Infrastructure,” contained on Page 3 of this policy, is a hierarchically ranked list of installations considered essential to the maintenance of baseline services. Relative to the ranking of each facility, that location will have priority access to a mobile generator under the management of Networking & Telecommunications, which can be deployed to the affected location to provide some baseline functionality.
    - ii. Concurrently, as efforts are undertaken to provide mobile generator power to a location affected by an MSPO, Networking & Telecommunications will transmit a message the President, General Counsel, Campus Executive Dean, Vice President for Academic & Student Affairs, Assistant Vice President for Student Affairs, and Director of Communications to apprise them of the situation and receive direction on communicating with the Emergency Alert Team.
- 4. Response & Remediation.** After an outage has been resolved, a debrief meeting must be arranged to review the satisfactory completion of all actions described herewith. Parties involved in this meeting will include, but not be limited to, the following and/or an appropriate designee: General Counsel, Campus Executive Dean, Vice President for Academic & Student Affairs, Assistant Vice President for Student Affairs, Director of Communications, Executive Director of Risk Mitigation, and the campus Power Response Team.

**References**

\* Alert Message Sample

Alert Title:	Power Supply Output State – On Battery
Alert Description:	Error – Battery Power On
Location:	Brentwood Sagtikos 106
Time Detected:	03/05/2014 12:51:12 pm
Notification Time:	03/05/2014 12:52:12 pm

\*\* Power Response Team for each campus is comprised of the following parties and/or designees: Director of Plant Operations; Director of Networking & Telecommunications; Executive Director of Central Facilities; and a Public & Fire Safety Officer (senior officer on duty).

## SCHEDULE OF CRITICAL INFRASTRUCTURE

Ranked in order of priority, the following College infrastructure has been determined to be vital for continuity of business, and therefore, should be considered for emergency power accordingly

### “Critical”

Essential for life safety and baseline operations, in the event of an outage, it is *necessary* that emergency power be provided as soon as possible to the following installations:

- Fire Alarm Panels in all buildings
- Sewage Treatment Plants at Eastern and Ammerman
- Main IT Data Closets at each campus, which provide core Emergency Alert System capabilities \*
- IT Data Closets at any facility identified herewith as “Critical”
- Administration buildings at each campus: NFL Building - Ammerman; Ammerman Building - Ammerman; Caumsett Hall - Michael J. Grant; Peconic Building - Eastern
- Plant Operations buildings at each campus
- Facilities designated as Shelters at each campus:
  - *Ammerman:* Southampton Building (special needs and general population); Islip Arts Buildings (special needs and general population); Brookhaven Gym; Babylon Student Center (kitchen and cafeteria)
  - *Michael J. Grant:* HSEC (A wing and gym); Paumanok Hall (veterinary area and pet shelter); Saktikos Arts & Sciences (theater and second floor); Captree Commons (kitchen and cafeteria)
  - *Eastern:* Peconic Building (special needs and food service); Orient Building; Shinnecock Building (lecture hall and second floor); Corchaug Building (pet shelter)

### “Important”

An outage for an ‘extended period of time’ – defined at the discretion of the President, General Counsel, Campus Executive Dean, and Vice President of Academic & Student Affairs – will severely impact business operations, unless emergency power is provided to the following installations:

- Public Safety facilities: College Road Guard Booth - Ammerman; Wicks Road Guard Booth - Michael J. Grant; Annex Room 108 - Ammerman; North Cottage - Michael J. Grant; and Public Safety Office - Eastern
- Each buildings’ main IT Data Closets \*\*
- Emergency Alert System secondary technical components
- Plant Operations facilities: Ammerman Warehouse; Eastern Central Energy Plant; Michael J. Grant Plant Operations Building; fuel pumps

### “Useful”

An outage would impact the ability of the faculty and staff to carry out academic and business duties until emergency power is provided to the following installations:

- All other IT Data Closets

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*Approved by Executive Council  
July 8, 2014*

### References

- \* IT Data Closets are listed by campus and building in the Appendix
- \*\* For all IT Data Closets, emergency power MUST also be supplied to all auxiliary equipment required for long term operation of the closet, including cooling and lighting.

## APPENDIX

### IT Data Closets by Campus and Building

<i>College Totals</i>	<i>1= Must 2= Should 3= Could</i>	<i>0=no cooling currently</i>	<b>39</b>
	<b>Emergency Power Priority Rank</b>	<b>Needs Cooling Attention?</b>	<b>Buildings</b>
<b><i>Ammerman</i></b>			<b>16</b>
<b><i>Ammerman Bldg</i></b>			<b>1</b>
SA10g	1	1	
SA105	3	0	
SA200	3	0	
<b><i>Brookhaven Gym</i></b>			<b>1</b>
SB029	1	1	
SB100	2	2	
<b><i>Babylon Student Center</i></b>			<b>1</b>
SC39	1	2	
SC22	2	0	
SC205	2	0	
SC210	1	2	
SC215	2	2	
<b><i>President's Cottage</i></b>			<b>1</b>
SPRES0	1	0	
<b><i>NFL</i></b>			<b>1</b>
SNFL012	1	1	
SNFL200	1	1	
<b><i>Annex</i></b>			<b>1</b>
SX108	1	1	
SX1xx			
<b><i>Automotive Tech Bldg</i></b>			<b>1</b>
SAT1	1	2	
<b><i>Southampton Bldg</i></b>			<b>1</b>
SH016	1	0	
SH127	1	0	
SH224a	1	0	
<b><i>Islip Arts Bldg</i></b>			<b>1</b>
SI103	1	1	
SI114	1	2	

<b>Kids Cottage</b>			<b>1</b>
SK100	1	0	
<b>Huntington Library</b>			<b>1</b>
SL017	2	2	
SL100	1	1	
SL010 (ACL)	2	2	
<b>Krieling Hall</b>			<b>1</b>
SM010	1	1	
SM200	2	2	
<b>North Bldg</b>			<b>1</b>
SN000			
<b>Plant Ops &amp; Public Safety</b>			<b>1</b>
SPOB100	1	1	
<b>Smithtown Science Bldg</b>			<b>1</b>
ST017	2	0	
ST100	1	1	
ST200	2	2	
STVault			
<b>Riverhead Tech Bldg</b>			<b>1</b>
SR12	1	1	
SR38	3	2	
SR100	2	2	
SR102	1	0	
SR105	1	1	
SR118	0	0	
SR126	0	0	
SR235	1	1	
SR215	1	1	
SR300	1	1	
<b>Guard Booth</b>			
SGuard1	1	0	
<b>Sewage Treatment Plant</b>			
STP	1	0	
<b>Sayville Center</b>			<b>2</b>
SSay200	1	2	<b>1</b>
SSayAdm	0	0	<b>1</b>
<b>Grant</b>			<b>13</b>
<b>Sally Ann Slacke Center</b>			<b>1</b>
WA127	1	1	
<b>Captree Commons</b>			<b>1</b>
WC117	1	1	

<b>Center Cottage</b>			<b>1</b>
CotCent000	1	2	
<b>Asharoken Hall</b>			<b>1</b>
WF100			
<b>Caumsett Hall</b>			<b>1</b>
WH000	1	1	
WH202	2	2	
WH208	2	2	
<b>Kids Cottage</b>			<b>1</b>
Wkids			
<b>Health, Sports &amp; Ed Center</b>			<b>1</b>
WMA117	2	1	
WMA217	2	1	
WMA317	2	1	
WME105	1	1	
WMC122	2	2	
WMD105	2	2	
<b>Nesconset Hall</b>			<b>1</b>
WN2	2	2	
WN14	1	0	
<b>North Cottage</b>			<b>1</b>
WCotNC000	1	2	
<b>Paumanok Hall</b>			<b>1</b>
WK100	1	2	
<b>Plant Operations</b>			
WPOB100	1	1	
<b>Sagtikos Arts &amp; Sciences</b>			<b>1</b>
WS106	2	2	
WS124	2	2	
WS135	2	2	
WS141A	1	1	
WS213	2	2	
WS264	3	2	
<b>South Cottage</b>			<b>1</b>
WCotS000	1	2	
<b>Workforce/Technology Ctr</b>			<b>1</b>
WWDTC	1	0	
<b>East</b>			<b>8</b>
<b>Woodlands Bldg</b>			<b>1</b>
EWood100	3	0	
<b>Corchaug Bldg</b>			<b>1</b>

EC007	1	1	
<b>Energy Plant</b>			<b>1</b>
ECEP100	1	1	
<b>Orient Bldg</b>			<b>1</b>
EO237	1	1	
EOStudentLounge	0	0	
EOSkillCenter	0	0	
<b>Peconic Bldg</b>			<b>1</b>
EP219	1	1	
<b>Shinnecock Bldg</b>			<b>1</b>
ES129	1	1	
<b>LIU Bldg</b>			<b>1</b>
ELIU100	1	2	
<b>Montaukett / LRC</b>			<b>1</b>
ELRC1	1	0	
ELRC206	2	0	
ELRC219	2	0	
<b>Riverhead Culinary</b>			<b>1</b>
EK131	0	0	
EK202A	1	0	