

****Print this document and keep handy****

The POWER OUTAGE PROCESS accompanies the Campus Closure policy as only ONE possible reason for cancellation of classes and cessation of services. Contact the Director, Student and Infrastructure Support to propose updates.

THE FIRST ASSUMPTION IS THAT THE POWER WILL BE BACK ON WITHIN A TWO-HOUR TIME PERIOD. CLASSES, WORK AND ACTIVITIES WILL CONTINUE WHERE POSSIBLE, UNLESS THE DECISION TO CANCEL CLASSES AND ACTIVITIES HAS BEEN COMMUNICATED.

THE DECISION TO CANCEL CLASSES AND ACTIVITIES AT THE AYAMDIGUT CAMPUS, including the Yukon Research Centre offices and lab is made by the *Senior Executive Committee (SEC)* by following the decision-making steps below. No classes or activities are permitted to continue once the decision to cancel classes and activities at a campus has been made.

DO NOT USE THE WORD “CLOSED.” Under no power outage circumstances is it appropriate to say the Ayamdigut campus has closed. The Ayamdigut campus rarely “closes”. The appropriate language is that “classes and activities have been cancelled”. (This is for cold weather safety.)

SCOPE: These procedures pertain primarily to Ayamdigut campus. The *SEC member* with responsibility for the community campuses, or his/her designate, is responsible with regards to closure decisions for community campuses.

This document addresses regular hours of operation (Monday to Friday, 8:00-4:30), as well as outlining procedures appropriate for after-hours operation.

DECISION-MAKING STEPS

IMMEDIATE ACTIONS

- A. *Safety and Security Manager/Officer* is to call ATCO immediately to learn the reason and the geographic scope of the outage, and report back to the *SEC* in the President’s Boardroom as per (B) below.
- B. The staff need to open the office/classroom doors following the power outage to be able to hear any intercom paging or face-to-face communications. *SEC member* (or designate) to ensure this is adhered to in their area.
- C. Heaters and other electrical devices that are usually switched off when leaving the room need to be turned off following the outage.
- D. Room Usage list to be gathered by the *Registrar*.
- E. *Labs and Trades instructors* need to have the machinery switched off, or verified to be off and report to *Dean/ Director* or designate.

NOTE: Communities may need to call Yukon Energy or ATCO, depending upon location.

THIRTY MINUTES AFTER A POWER OUTAGE

- A. *Fire Wardens* are to turn the radios on 30 minutes after the outage.
- B. All *SEC members* (or designates), the *Safety and Security Manager/ Officer*, and the *Room Booking Administrator*, are to meet in the Boardroom to decide next steps.

If any of the above staff are absent, their assigned designates must attend. This must be made a priority. (For safety and security reasons, there may be classes in the Trades or other Schools that are required to shut down immediately. The Director of that area will make such decisions.)

A decision on whether the College will cancel campus activities will be made with consideration for the following factors:

- Time of day/year – natural daylight levels
 - Temperature/weather
 - Booked events
 - Occurrence of student examinations
 - Geographic scope of outage
- C. The time for a second meeting will be discussed and decided.

IF A POWER OUTAGE OCCURS AFTER NORMAL BUSINESS HOURS

- A. *Safety and Security Officer* is asked to call the *Director, Student Infrastructure Support*. If not available, call the *President*, or if not available, one of the two *Vice Presidents*, or if not available, the *Director of Financial Services*, and so on. The first person reached will be responsible for making the decision. **Do not leave a message.**
- B. *Safety and Security Officer* will also be responsible for calling the *College Relations Director* or *Communications Coordinator*. The *Director* or *Communications Officer* must then follow the procedures as above to ensure students and staff are informed via media, social media and public transit that campus activities and classes for that day/evening have been cancelled.
- C. *Safety and Security Officer* will notify students and instructors that are on campus, as well as post notices on the doors.

HOW TO CANCEL CAMPUS CLASSES AND ACTIVITIES – based on above decision steps

No services will remain available to students and the public, with the exception of Campus Housing and Safety and Security.

GENERAL COMMUNICATION:

- A. *Safety and Security Manager/ Officer* is to radio-communicate to the *Fire Wardens* about the decision.
- B. *Welcome Center* is to record the new voice message to indicate that classes and activities have been cancelled.
- C. *Fire Wardens* are to put up signage on the entrance doors informing staff, students and visitors on campus that all campus activities and classes have been cancelled for the day.
- D. *Fire Wardens* for each department are to make the rounds of their areas (including Daycare, Yukon Native Language Center, as well as any other tenants of Ayamdigut campus) to ensure nobody is there and that everyone has been notified of the cancellation of all classes and campus activities. (Noting that some personnel will have to stay as per requested by supervisor, to deal with power outage issues and/or will require time to prepare to depart.)

COMMUNICATION WITH COMMUNITY CAMPUSES: *VP Research & Community Engagement* (or designate) will communicate to the Community Campuses.

COMMUNICATION TO DIRECT REPORTS: *SEC* will facilitate the communication of the decision to their direct reports, using any communications tools available. The *College Management Team (CMT)* will do the same. Possible tools include:

- Telephone tree – All senior managers or designates. For the ‘telephone tree’ communication route, the YC Organizational Chart should be used as a guiding principle for areas and personnel to notify within each department. Supervisors are to have ready access to their direct reports contact number.
- Face-to-face – walking around.

COMMUNICATION TO STUDENTS: Students and the general public will be informed through the following channels, when available:

- **TXT to cellphones** - through IT Services. The message to be crafted by *College Relations*, in consultation with *SEC*.
- **Media (radio)** - *College Relations* (emphasizing that the College is not closed, but AYAMDIGUT campus activities have been cancelled.)
- **Social media** - coordinated through *College Relations*.
- **Website Emergency Notification** - message crafted and posted by *College Relations*.
- **Whitehorse Transit** – *College Relations* to connect with bus drivers pass along to passengers that all campus classes and activities have been cancelled due to the power outage.

COMMUNICATION TO THOSE WHO HAVE BOOKED COLLEGE FACILITIES: The *Office of the Registrar* will notify any group that has made a facility booking.

MANAGING SECURITY DURING CANCELLED CLASSES AND ACTIVITIES

- A. **Protecting College Assets:** Individual departments are responsible for developing procedures in order to safeguard college assets in their areas, such as student files or cash.
- B. **Essential staff** will be asked to remain on campus during their normal working hours (subject to risk assessment at that time and what is needed at that time). Normal working hours are the hours that each staff person would normally work on this day. The essential staff include the following:
- *SEC* or designates (All)
 - *Room Bookings* (1)
 - *Safety and Security* (ALL)
 - *Communications Coordinator* (1)
 - *Facilities* (All)
 - *IT Services* (All)
 - *Welcome Center* at front doors (1)
 - *Drop-in Reception* (1)
 - Any other individuals, as communicated to the employee by their supervisor
- C. **Equipment/doors/computers:** *Safety and Security Manager/ Officer* will ensure the three electric doors in the loading bay are closed, and that the elevator situation is safe, as per Security's identified power outage procedures.

ONGOING EVALUATION

Based on the decision made during the first meeting (see DECISION-MAKING STEPS on the first page), *the SEC members, the Safety and Security Manager/ Officer, and the Room Booking Administrator*, are to meet in the Boardroom again to debrief and recap. This may be repeated as necessary.

POST-OUTAGE EVALUATION

- A. At 8:30am on the morning following the power outage, *SEC* will hold a 30-minute evaluation to discuss the outcomes and provide feedback on the power outage process. A *Safety and Security* representative and a *Room Bookings* representative will also be asked to join this session. The event will be coordinated by the *President's Office*.
- B. Typically, when power is restored the working practice is that the campus will be open as per usual the following day. However, there may be circumstances where further direct communication is necessary. In such cases *College Relations* will contact local media, post re-opening information to social media, deactivate the Website Emergency notification and contact Whitehorse Transit to have bus drivers pass along to passengers when campus classes and activities will resume.

NOTES:

Equipment use during power outage:

- Most telephones still operate in the case of a power outage.
- Laptops will operate as long as the battery life lasts.
- Most workstations will continue to operate for a limited time period – long enough to save work and shut down the computer safely.
- All departments are encouraged to have a flashlight(s) in an easily accessible drawer(s) in the event of a power outage. This is particularly important for windowless offices.

Information sources during power outage:

- Cell phone / contact numbers for SEC, Communications Coordinators, Facilities Manager, and Safety and Security Manager will be maintained by President's Office and regularly distributed to SEC with updates.
- ALL contacts who receive the cell phone list are to print it out and keep it available and accessible in the event of a power outage.

Related documents: Safety and Security Services Power Outage procedures