

Messiah University
Campus Power Outage Policy and Procedure
December 2024

Policy: In the event of a power outage that occurs on campus outside of the normal university business hours, the on-duty Dispatcher is directed to make appropriate contacts as listed below.

Procedure: This policy will be initiated with a power surge/interruption (i.e. blinks off/on) or sustained outage either in a single building or multiple campus buildings:

Responsibility:

Dispatch Services

During normal business hours or when 2nd shift Maintenance personnel is working:

1. Radio on-duty Facility Services Staff

After normal business hours or when 2nd shift Maintenance personnel are not working:

1. Call Facility Services on-call Staff
2. Call Jarrod Sites, Facility Manager - Cell: 717-226-4435
3. Call on-call RD (when students are on campus) 717-796-5040

Sustained power outage in either a single building or multiple campus buildings lasting 15 minutes or longer:

1. Call PPL; you will be asked for an account number. All Messiah accounts are tied to 717-691-6011.
1-800-342-5775, option 1
2. Call Brian Miller, Director of Facility Services - Cell: 717-357-0702
3. Call Kathie Shafer, Vice President of Operations - Home: 717-795-8697; Cell: 717-979-2538
4. Call Safety Supervisor.
5. Call Cumberland County Control - Non-Emergency: 717-238-9679 (To notify them only that we have a power outage if they get calls.)
6. Call ITS: Tony Wyland, Director of Systems & Network Communications at 717-439-6581
If Tony cannot be reached, proceed down this list until someone is reached
Devon Fraker, Systems Administrator/Analyst: 717-713-0117
Laura Miller, Associate Vice President for IR & Information Technology: 814-880-4316

* Inform the ITS staff that upon arrival, they are to check in with Dispatch to advise they are on campus and to get an update as to the situation.

* ITS staff should be given a radio if after hours upon checking in so they can directly communicate with dispatch

7. Call Mark Wirtz, Director of Dining Services - Cell: 570-259-3903
8. Call Jody Brandt, Director of Conference and Event Services - Cell: 717-432-8193

ONLY if outage is greater than 30 minutes and on-duty Safety Officers request additional assistance:

9. Call John Naccarato, Fire and Safety Systems Coordinator - Cell: 717-215-5037

ONLY if outage is an hour or more:

10. Call Laurie de la Riva, Biology Department - 717-319-3652
John Harms (if Laurie cannot be reached) - Home: 717-766-4487; Cell: 717-756-8761

ONLY if outage is longer than 8 hours:

11. Call Lauri Norbeck - 717-802-2261
Call Dr. Sachs - 717-855-6187
Call Dr. Schaeffer - 717-333-8193

Campus and Building Services

When power outages happen at night from Sunday to Thursday, the Campus and Building Services Assistant Manager, 3rd shifts or their designee will do the following:

1. (1) person to ride around campus and verify that each building has limited egress lighting (this can be done by 1 staff person in a vehicle making the determination by driving by each building).
2. Communicate with Dispatch any buildings that have no lights.
3. (2) persons to check the elevators in the Residence Halls (Witmer, North and South Complex) to verify that no one is trapped inside the elevators. Report findings to Dispatch.
4. (2) persons to check the academic buildings to verify that no one is trapped inside the elevators. Report findings to Dispatch.
5. (1) person to walk the Sports Center and Campus Center to verify that all lights are functioning.
6. See Attachment 1.

Special Notes:

Elevators are NOT operational when the main power supply to the building fails, and the elevators will immediately cease to operate within the shaft. This is a PRIORITY and Campus and Building Services staff should take immediate action upon arrival to the building to determine if any passengers are located within the elevators. If passengers are located within the elevators, then staff will need to notify Dispatch to enact appropriate safety measures to assist passengers from the elevators.

Academic Buildings:

If power outage is likely to be out for more than 30 minutes, it is recommended to begin evacuating all members from all non-residential buildings where power is affected. Department of Safety is to work with Campus and Building Services staff in evacuating the buildings, ensuring all elevators are checked for stranded passengers, and securing the buildings when clear.

Campus and Building Services staff are not permitted to remain in buildings to continue working while power is out. Once building is cleared, it is to be secured and no one is permitted inside until authorization is given by the senior Safety Officer, Crisis Team member or Facility Services staff member.

Residence Halls:

If power goes off in the residence halls and stays off for more than 15 minutes, the Crisis Controller will need to respond to campus and work with facility services and residence life staff to determine next action plans.

For power outages lasting longer than one (1) hour, Smith, Fry, and Mellinger Residences will need to be evaluated for continued occupancy due to battery backup power only.

Generator List by Building:

If Power Outage is likely to be of an extended nature (time frame: 12-24hrs) the following buildings have emergency backup generators and will provide egress lighting as long as the generator is running and has fuel. Facilities and Safety will verify continued operation of generators if occupancy of building is necessary due to campus conditions (extreme weather).

Bowmansdale Building
Boyer Hall
Climenhaga Fine Arts/High Center
Eisenhower Campus Center (Powered by turbines and emergency generator)
Engle Health Center battery back up
Frey Academic
Frey Chiller Plant Generator
Homestead battery back up
Jordan/Kline
Kelly Apartments
Larsen Student Union
Lenhert Building
Murray Library
Naugle Residence
North Complex (Grantham, Hess, Miller)
Old Main Generator Telephone Server room only
Old Main battery back up
Sollenberger Sports Center (Powered by turbines and emergency generator)
South Complex (Bittner, Mt. View, Sollenberger)
Witmer Residence

* *Please note: The Jordan/Kline building is effectively always “occupied” because the back-up generator provides power to units within our animal facility, ultralow freezers and incubators. Even if students and faculty are not on campus, continued operation of this generator is essential.*

* A copy of the PPL account numbers with addresses is filed at the Lenhert front office with the policy hardcopy.

Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy, you have agreed to enforce the contents, share with your staff and adhere to standards.

Attachment 1

Power Outage Checklist

Date:	Time:		Person Completing Form:	
Building	Power On	Power Off	Elevator Checked	Events Scheduled in Buildings within the next 6 hours
Fry Apartments			no elevator	
Mellinger Apartments			no elevator	
Naugle			no elevator	
North Complex			1	
Smith Apartments			no elevator	
South Complex			1	
Witmer			1	
Bowmansdale			no elevator	
Boyer Hall			1 2	
ECC/SSC			1 2	
Engle Health Center			no elevator	
FAC/High Center			1 2	
Frey Academic			1	
Hostetter			no elevator	
Jordan/Kline			1 2	
Larsen Student Union			1	
Lenhert Maintenance			no elevator	
Murray Library			1	
Old Main			1	
Orchard Hill			no elevator	
Phipps Welcome Center			1	
Sawyer Pavilion			no elevator	

Notes:
 ** Check list is to be completed by members of Campus and Building Services, coordinated by the C&BS Supervisor on duty. Upon completion, notify Dispatch. List is to be communicated by Dispatch to Brian Miller (717-357-0702), Jarrod Sites (717-226-4435) and/or Kathie Shafer (717-979-2538).
 ** The paper copy of this list is to be given to Dispatch upon completion. Dispatch is to notify Jody Brandt (717-432-8193) letting her know which buildings do not have power. This should be done during the academic year as well as during the summer.
 ** Paper copies of this form are available in the C&BS office in ECC and at Dispatch.

Scott Zeigler, Form Creator Signature	Electronically signed by Scott Zeigler on 12/06/2024 2:22:13 PM
Vice President for Operations Signature	Electronically signed by Kathie Shafer on 12/06/2024 2:36:30 PM
Associate Vice President for IR & Info. Tech. Signature	Electronically signed by Laura Miller on 12/06/2024 3:46:07 PM
Director of Facility Services Signature	Electronically signed by Brian Miller on 12/10/2024 8:14:53 AM
Director of Safety Signature	Electronically signed by Daniel Neuenschwander on 01/02/2025 2:54:50 PM
Director of Conference and Event Services Signature	Electronically signed by Jody Brandt on 12/06/2024 4:23:41 PM
Director of Dining Services Signature	Electronically signed by Mark Wirtz on 12/06/2024 2:33:26 PM
Director of Buildings and Grounds Signature	Electronically signed by Mark Graybill on 12/06/2024 2:28:34 PM
Facilities Manager Signature	Electronically signed by jarrod sites on 12/06/2024 2:29:36 PM
C&BS - Supervisor, 3rd Shift Signature	Electronically signed by Kelly Potteiger on 12/09/2024 3:22:11 PM
C&BS - Supervisor, 2nd Shift Signature	Electronically signed by Justin Jans on 12/06/2024 2:49:37 PM
C&BS - Supervisor, Residence Hall Signature	Electronically signed by Donna Herman on 12/06/2024 3:00:20 PM
C&BS - Supervisor, Academic Buildings Signature	Electronically signed by Jacob Graybill on 12/06/2024 2:57:58 PM
C&BS - Assistant Manager, 3rd Shift Signature	Electronically signed by Theresa Day on 12/08/2024 10:53:15 PM
Campus & Building Services Manager Signature	Electronically signed by Laura Price on 12/07/2024 9:45:58 AM
Director of Systems & Network Communications Signature	Electronically signed by Tony Wyland on 12/06/2024 3:55:28 PM
Fire and Safety Systems Coordinator Signature	Electronically signed by John Naccarato on 12/06/2024 2:27:46 PM
Investigation & Crime Prevention Specialist Signature	Electronic Signature Pending
Biological Sciences Lab Coordinator Signature	Electronically signed by Laurie de la Riva on 12/28/2024 4:42:50 PM
Professor of Biology Signature	Electronically signed by John Harms on 12/08/2024 6:51:42 PM
Manager of Natural Sciences Laboratory Program Signature	Electronically signed by Lauri Norbeck on 12/16/2024 11:28:53 AM