

# Extended Power Outage Procedures

## Summary

Plant Operations has established Plant Operations procedures to be followed when an extended power outage occurs.

## Purpose

The purpose of this document is to describe the established Plant Operations procedures to be followed when an extended power outage occurs.

## Procedures

Follow the guidelines provided below and keep customers informed with the most accurate up-to-date information possible. Continue to provide the most prompt and courteous customer service possible.

In the event of a power outage, follow the steps below to keep everyone informed until power is restored.

1. Call Plant Operations at (706) 507-8222 to inform them of the building's situation.
2. Once it is determined whether it is a Plant Operations problem or an incoming Georgia Power issue, an estimated amount of time for the loss of power should be provided to all effected departments. Only estimates provided by Plant Operations or Georgia Power will be communicated.
3. If this is a problem due to a Georgia Power incoming outage, Plant Operations will contact Georgia Power at the Distribution Center.
4. During this time, refer all questions regarding the outage to Plant Operations.
5. University Relations personnel will put out a campus-wide message regarding the outage.
6. Director of Maintenance & Construction will keep Columbus State University upper management informed of all information received from Georgia Power.
7. Debriefing to follow the outage at the Director of Maintenance & Construction's discretion.

## Related USG Policy

N/A

**Last Update**

N/A

**Responsible Authority**

Plant Operations