Purpose: This annex will outline how the college will respond to short term and long term power outages.

The College’s Facilities Management has personnel available to handle emergency calls 24 hours per day, seven days a week. Calls for service during non-business hours and holidays are directed to the Police Department for service. The Facilities Department has specific internal procedures in place for restoring power after an outage has occurred. Requests for such service received by Sinclair Police should be handled in the following manner.

ELECTRICAL LINES - DAYTON POWER AND LIGHT (DP&L) LINES
The College does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by the power lines. The Dayton Power and Light Company should be promptly notified, as appropriate. The telephone number for DP&L to report downed lines and power outages is: 877-468-8243. It may become necessary to notify Facilities Management should the structure of a college building be damaged as a result of the power line situation, or if a power outage results in the likely possibility of a further damage occurring.

REGIONAL TRANSIT AUTHORITY (RTA)
When an RTA power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by the downed lines. The Regional Transit Authority should be promptly notified. The emergency telephone number (law enforcement only) for RTA to report downed lines and power outages is on file with the Sinclair Police Dispatcher.

PUMPS AND WELLS
The City of Dayton maintains the public water and sewer equipment, as well as several underpass and other street drainage pumps. In the event of flooding or equipment malfunctions, the city's emergency personnel should be contacted through the Montgomery County Regional Dispatch Center (RDC), and the condition monitored so as to prevent damage to the college. If one of Sinclair’s pumps malfunction, Facilities Management will be immediately notified and the condition monitored.

EMERGENCY NUMBERS
A current list of emergency personnel who are to be called for utility emergencies will be maintained by the Police Dispatch Center.

TRAFFIC SIGNAL MAINTENANCE
The City of Dayton provides maintenance for all traffic control signals and signs governing the flow of traffic upon the public thoroughfares passing through the College, other than those signs maintained by the Ohio Department of Transportation (ODOT).

BROKEN WATER LINES
The College's responsibility for breaks or any other malfunction in the City of Dayton's water supply to the college facilities terminates at the water meter. If a break occurs on the college's side of the meter, Facilities Management should immediately be notified by the Dispatch Center. In the event that the malfunction takes place beyond the water meter, the City of Dayton should be notified via the RDC. If a
broken water main may impact the property of the college by causing damage to the grounds or to a structure, Facilities Management will be notified in a timely manner.

SINCLAIR POLICE OFFICER'S RESPONSIBILITIES CONCERNING MALFUNCTIONING TRAFFIC SIGNAL
Upon observing a damaged or malfunctioning signal, the officer will advise the Dispatch Center of the location and problem with the signal. The dispatcher should make the necessary notification to the proper maintenance agency.

INFORMATION TO FACULTY, STAFF, AND STUDENTS ABOUT POWER/UTILITY OUTAGES

- Notify Sinclair Police immediately for an electrical power outage.
- Sinclair College buildings are equipped with automatic standby generators that will provide limited emergency lighting and power.
- Many elevators will operate. If the call button lights and elevator responds to your call, it is safe to use. If the elevator does not work, Facilities and Sinclair Police will coordinate their actions to implement the Elevator Rescue Plan that is on file with the Sinclair Police and the Facilities Department. The elevators that are on emergency power are passenger elevators located in Buildings 2, 4, 6, 7, 8, 9, 10 east, 12 north, 13 and the freight elevator in Buildings 12, 13, 14 and 20. The elevators that are not on emergency power are passenger elevators located in Buildings 1, 3, 5, 10 west, 11, 12 south, 14, 19, and 20 freight elevator. Rescue personnel will check the elevators without emergency power first for persons who may be stranded.
- Remain where you are unless directed by Sinclair Police to relocate or evacuate.
- If the situation could expose students or employees to danger, implement the appropriate emergency procedures, i.e., evacuate horizontally to another building, or move outside to a safe location. (See Evacuation Functional Annex)
- During power outages, open blinds to let in outside light.
- During power outages, turn off electrical equipment and appliances that may be damaged or cause damage once power is restored, i.e., computers, monitors, cooking equipment, etc.
- If instructed to evacuate, proceed cautiously to the nearest exit and outside. Report any missing persons to Sinclair Police and where they were last seen. (See Accounting for All Persons Functional Annex.)

The Incident Commander should consult pages 22-25 of the “Incident Commander Action Steps” in Section 3 of this manual for information as to the expected impact, expected consequences and suggested action steps for addressing this situation.

Events covered in this threat annex may require detailed procedures involving evacuation, accounting for all persons, communication and notification, medical care, security and recovery to follow when normal college operations are disrupted. The functional annexes that are contained in Sinclair College’s complete Emergency Management Plan contain the necessary details as outlined below:

1. For details of the evacuation procedure, see the Evacuation Functional Annex of this Manual.
2. In each of the hazards listed above, after there has been sufficient time to move to appropriate shelter areas, it will be necessary to account for persons displaced from their original locations. For details of this process, see the Accounting for All Persons Functional Annex of this Manual.
3. For details of communication about this event and for notifications procedures, see the Communications and Notification Functional Annex of this Manual.

4. Should college operations be disrupted in a significant manner as a result of these events, see the Continuity of Operations Functional Annex of this Manual.

5. Procedures for handling injuries to persons are addressed in Public Health/Medical Functional Annex of this manual.

6. For details of security procedures, see the Security Functional Annex of this Manual.

7. For details of the recovery procedures necessary for these events, see the Recovery Functional Annex of this Manual.