

DOVER SCHOOL DISTRICT	POLICY CODE: EBBA-1
DATE OF ADOPTION: DECEMBER 12, 2011	PAGE 1 OF 2

**Horne Street School
Loss of Utility Power Policy**

The School Board directs the Superintendent to have a procedure when there is a loss of utility power to the premises.

The Horne Street School generator provides optional back-up power which supports the base building systems and equipment. Base building systems are limited to: the fire alarm control panel, intercom and security systems, rooftop HVAC units, boilers and circulator pumps, kitchen refrigeration equipment, and night light circuits. The purpose of the optional standby generator is only to maintain basic building systems and equipment.

Power Outage Occurring During School Hours-

If Horne Street School experiences a power outage during school hours, 8:00am – 3:00pm M-F, a qualified person of the maintenance staff from the Facilities Office will be contacted immediately to evaluate the outage to determine if the outage is facility or utility related.

If determined a utility related outage (currently PSNH), the utility company will be contacted by the Facilities Office for the repair. If determined a facility related outage, the electrical contractor (currently RMS Electric) will be contacted by the Facilities Office for troubleshooting and possible repair. If the normal power (not generator supplied) is anticipated to be out for one hour or more between the hours of 8:00am-1:30 pm, whether the power outage is facility or utility related, evacuation measures will begin either by engaging an emergency early release of students to home with busses or to the designated offsite evacuation location. Should any repair be necessary the Electrical Inspector for the City of Dover shall be contacted within the Building Inspection Division at 516-6038.

The Facilities Manager or designee will apprise both the Superintendent and building Principal as to the expected response time and course of action required under the direction of the utility company and/or electrical contractor. The Superintendent/Principal will collaborate with Fire/Police in extenuating circumstances (extreme weather conditions for example) to determine the best and safest course of action if the school building needs to be closed and children sent home.

Power Outage Occurring During Non-School Hours-

- 1) After 3:00pm – 8:00am during weekdays
- 2) Starting at 3:00pm Fridays and ending on Mondays at 8:00am for weekends
- 3) After 3:00pm prior to a holiday and ending at 8:00am the day of school,

Notifying a Facilities staff member that is currently in the building or after hour's emergency contact should be followed by calling Dover Dispatch at 742-4646. Facilities staff will communicate internally and Dover Dispatch will in turn communicate per emergency contact list provided (on-call Facilities staff comprised of maintenance and management). A qualified person from Facilities will assess the power outage. If the building is occupied and power cannot be restored immediately, all after school activities will end and everyone will be required to leave the building until power is restored and the required life safety systems are functional. This shall include, but not be limited to, the recharging of the required emergency lighting batteries throughout the building. The Facilities Manager or designee will apprise both the

DOVER SCHOOL DISTRICT	POLICY CODE: EBBA-1
DATE OF ADOPTION: DECEMBER 12, 2011	PAGE 2 OF 2

Superintendent and building Principal as to the expected response time and course of action required under the direction of the utility company and/or electrical contractor.

The generator does not supply all the required loads to the building to occupy the structure during a power outage. At no time shall this standby generator be used as an emergency generator unless the necessary alterations are performed and approved by all applicable agencies and authorities.