

Washoe County School District
Housekeeping/Facilities Management
Power Outage Procedures

Power Outage Checklist

This **checklist** is to be used in the event of a **power outage**. If the **power outage** is out **long-term** a **Fire Watch Observation Form** (page 2 of this document) will need to be completed.

- Facilities Management:** Immediately contact Facilities Management at 775-851-5690. **If the power outage occurs after hours, utilize the After-Hours Building, Maintenance and Housekeeping Callout List.**
- NV Energy:** Call NV Energy at 775-834-5100. This number provides you with direct contact to NV Energy's Electric Dispatch Service Center, which is staffed 24-hours a day, seven (7) days a week. **Be sure you have your "premise number" available (Call the Maintenance Department in advance, if you don't know your premise #).** If NV Energy is experiencing a large volume of calls, which does occur during a major storm, your call will be answered by the Interactive Voice Response System. If you are asked to leave your contact information, please respond with your name, business name, phone number, address, city, state, and zip code, so that someone can respond to your inquiry/report.
- Fire Watch:** If the power outage continues past normal working hours, establish a fire watch with existing staff. If the power is off, the fire alarm system battery backup may only last two (2) to (4) four hours and fire sprinklers system may not report to Johnson Control if activated. The purpose of the fire watch is to inspect the entire facility approximately every hour, for the purpose of detecting and taking necessary actions, were a fire to occur. Additionally, to check for broken pipes, leaks, and anything out of the ordinary On page 2, initial by each time during the fire watch you walk the building inspecting for any issues. If staffing assistance is needed, please contact Housekeeping @ 775-851-5696.
- Freezers:** Notify Nutrition Services at 775-353-5930, or Leroy Dougherty @ 775-622-5150, so contents in the freezers can be secured.
- Backflow Hot Boxes:** Check boxes after power is restored, during the winter months.
- Wells/Water:** Water bottles, flashlights, Sani-Huts may need to be acquired.
- Fire Alarms:** Report any supervisory notices triggered from the alarm panel.
- Timers/Clocks:** Reset irrigation systems; reset outside lighting systems; reset automatic doors.
- Backup Emergency Lighting:** Check for any premature failures of the batteries in the lighting.
- Brown-out/Partial Power Outages:** This can be identified by partial lighting in the classrooms.
- Power Restored:** Call Maintenance Operations when power is restored to the site.

Fire Watch Observation Form

This **form** is to be utilized in the event a **fire watch** is necessary (see Power Outage Checklist).

A physical inspection of the facility is required to be conducted **every hour**, and the individual conducting the inspection must log the time the inspection was completed by initialing each hour in the time slots listed below. The physical inspection will include walking the entire facility and checking for fire, including looking for potential fire, as well as looking for and smelling for smoke. The physical inspection will also include looking for broken pipes, water leaks, and anything out of the ordinary. In the event of a fire, immediately call 911.

In the event of any other emergency, call your Housekeeping Field Supervisor, or the appropriate individual on the After-Hours Building Maintenance and Housekeeping List. The completed form is to be maintained at the school.

When the physical inspection is not being conducted, the custodian should perform whatever work or complete whatever projects she/he can, as time allows.

Date of Fire Watch: _____ School: _____

_____ 6:00 AM	_____ 2:00 PM	_____ 10:00 PM
_____ 7:00 AM	_____ 3:00 PM	_____ 11:00 PM
_____ 8:00 AM	_____ 4:00 PM	_____ 12:00 Midnight
_____ 9:00 AM	_____ 5:00 PM	_____ 1:00 AM
_____ 10:00 AM	_____ 6:00 PM	_____ 2:00 AM
_____ 11:00 AM	_____ 7:00 PM	_____ 3:00 AM
_____ 12:00 Noon	_____ 8:00 PM	_____ 4:00 AM
_____ 1:00 PM	_____ 9:00 PM	_____ 5:00 AM

Name (print): _____ Signature _____