

**OPERATIONAL PROCEDURE IN EVENT OF POWER FAILURE  
MANCHESTER OFFICE BUILDING (MOB)**

**AUTHORITY:** Administrative Directive

**RESCINDS:** Procedure Manual Item 1-4-005, dated 12/04/18

**FORMS:** None

**PURPOSE:** To provide instruction regarding emergency procedures to be applied during an extended period of electrical power failure at the Manchester Office Building (MOB).

I. GENERAL INFORMATION

- A. The Building Safety Officer will notify Orange County Public Works of the power failure [REDACTED].
- B. A backup generator will supply power for lighting in the hallways and stairwells in case of a power outage.
- C. A lantern and flashlight are maintained at the MOB 4th and MOB 5<sup>th</sup> floor reception desks for use as needed. Unit supervisors are also encouraged to maintain a working flashlight in their offices.
- D. Window keys are secured in [REDACTED] to open windows as needed for ventilation. If needed, they can be accessed by the Building Safety Officer or designee.
- E. Elevators will [REDACTED]
- F. No visitors will be allowed in the building until power is restored and the building is fully staffed.
- G. Minimum staffing will remain in effect at MOB until full power is restored.

II. PROCEDURE

- A. Power Outage During Regular Working Hours (7:30 a.m. – 5:00 p.m.)
  - 1. The Building Manager or designee will make a mutual determination as to whether the power outage is extensive enough to require that the building be vacated by all visitors and staff not required for critical activities.
  - 2. The Building Manager will determine, for all Probation staff assigned to MOB, which activities are of a critical nature and must remain staffed and/or which tasks may be performed at home or at some other location. The action taken will be communicated to the Chief Probation Officer through the appropriate Chief Deputy Probation Officer. If the building manager or

designee decides that an emergency evacuation is necessary, the receptionist will be directed to announce this **via the paging system**.

3. Reception will request all visitors in waiting areas to leave the building and reschedule appointments at a later time.
4. All emergency and safety staff will report to their assigned stations and follow normal procedure to direct people out of the building, check all offices, and report to the safety staff assigned to the lobby of each floor.
5. All staff are asked to assist anyone with special needs.
6. Do not use the elevators. Everyone must exit via the staircase.
7. Take all personal items (such as purses, briefcases, etc.) located in work area.
8. Each employee shall turn off all equipment and small appliances such as computers, fans, heaters, radios, etc.
9. After evacuation, move away from the building, at least across the street to the plaza area.
10. Staff with clients/visitors in their office will request that they leave the building immediately **as outlined in the MOB Emergency Procedures Manual. Deputized staff are responsible for immediately escorting clients and their families or friends out of the building. Additionally, safety personnel will assist in directing them to the nearest exit.**
11. **Once outside the building, employees assigned to MOB are to move to the area between the employee and public parking garages. If further evacuations are needed, staff will be instructed as to the location by designated building safety personnel.**
12. The Building Manager, or designee, will **contact the security guard at Juvenile Hall (██████████)** and ask that they advise Probation visitors in the main lobby of the outage and the requirement to vacate the building.
13. **MOB Floor Safety Officers will utilize a check list in clearing their assigned floors and ensure that all staff are accounted for when evacuating the building. Once at the above designated outside meeting area, supervisors will gather their units and ensure that everyone is accounted for.**
14. The Building Manager will determine if anyone has been trapped in the elevator and, if so, will notify Orange County Public Works emergency services.
15. The Chief Probation Officer or designee will notify the Board of Supervisors and other County agencies as necessary of the power outage and the department's action.

- B. Power Outage During Evenings or Weekends  
The on duty Custody Intake supervising probation officer (SPO) or the Juvenile Hall Duty Officer will:
1. Report the power failure and any problem with persons trapped in elevators to Orange County Public Works/Facilities Operations [REDACTED].
  2. Check sign-in sheet in the janitorial closet in the [REDACTED] and ensure that all persons leave the building.
  3. Notify the MOB Building Manager or the Juvenile Hall Administrator in Charge (AIC) of the problem and any action taken.
- C. Emergency Evacuation / Minimal Staffing at MOB During Power Failure
1. Building Manager or designee
  2. Building Safety Officer or designee on 4<sup>th</sup> and 5<sup>th</sup> floors
  3. One receptionist
  4. One professional supervisor
  5. Other staff as directed by the Building Manager

**REFERENCES:**

Procedures:	1-4-205	Building Safety
Policies:	G-2	Outlying Work Locations
	G-3	Building Security and Safety
	G-8	Injuries and Medical Emergencies

Emergency Procedure Manual Manchester Office Building

C. Ronald

**APPROVED BY:**