

# MPC Storm Ready Information

*Information for DOMs, UOMs, and BRT Members*

In the event of a major utility failure (electrical, network and telephone) the Emergency Operations Center may be activated using available personnel depending on the severity of the situation. Power outages occur more frequently during severe weather, but can be caused by other sources. Since loss of power impacts classroom instruction, network/telephone services and can present other safety considerations, the EOC is necessary in the formation of an appropriate plan of action depending on several considerations. The following activities typify the steps taken to bring the EOC together:

- A broadcast announcement may be generated using desk phones (Informacast), desk top alerts (Alertus) or Text message/E-mail (Everbridge). This announcement is the prompt for Building Response Team (BRT) members to call in to one of three EOC contact numbers to determine status via radio or phone. Depending on the severity of the outage, BRT members may be directed to advise instructors/students to continue classroom instruction or assist preparations to cancel classes for the day.
- The Emergency Operations Center which will form as a result of the incident and will be the key decision and planning source to direct the district's plan of action. The EOC members will coordinate building to building checks to safeguard against persons being trapped in elevators and to verify buildings are secured if closure/partial closure is likely.
- **Employees are not to evacuate the campus unless directed to do so.** Power loss may be temporary and localized or may be ongoing and impact a large area, affecting traffic lights, emergency and public services. If coupled with severe weather, road and access routes may be impassable. If a school closure is decided, it should be organized and carried out in an orderly manner.
- The EOC will monitor communications from PG&E until power is restored. During this time, BRT calls and information are collected and tracked.

## Outage Preparation Checklist:

- Determine availability of portable lighting at site, i.e. flashlights & batteries or lanterns.
- Verify emergency lights go on and the "Exit" signs remain lit.
- Clear away materials and boxes from hallways and pathways.
- Locate First Aid kit.
- Inform others of MPC Radio location and communication protocol.
- Notify Facilities Management of broken tree branches, or areas that have previously flooded.
- Acquire sandbags if necessary.
- Determine where elevators are located.

## Information Sources in the event of an outage:

- Everbridge Text notifications
- Emergency Operations Center (EOC): 760-2058, 760-2457, or 760-2102
- MPC Banner Information: A banner will be displayed at [www.mpc.edu](http://www.mpc.edu) with up to date information.