

**University of Massachusetts
Amherst**

POLICY AND PROCEDURES MANUAL

PP.13.E.002

June 28, 1996 (Revised/updated June 4, 2015)

From: Ray Jackson

Subject: Emergency Procedures--Mandatory Brownout Situation

Action: Upon notification by an Eversource representative regarding a **A** **MANDATORY BROWNOUT SITUATION**, an e-mail will be sent to all Departmental Building Coordinators requiring a mandatory shutdown of all voltage sensitive equipment (i.e., computers, air conditioners, fax machines, copy machines, printers, etc.).
While Departmental Building Coordinator notification is in process, all appropriate Facilities & Campus Services and Physical Plant personnel will be notified: Physical Plant Director, Associate Director for Maintenance & Operations, Manager of Electrical Maintenance, Electric Shop Foreman, Power Plant, Electrical Design Engineer, Energy Design Engineer, Manager of Mechanical Maintenance, Assistant Director for Custodial Services, and Assistant Director for Grounds/Transportation, F&CS Solutions Center/Work Management, and F&CS Communications Manager.

Distribution:

Director
Assistant/Associate Director
Executive Assistant
All Managers
All Supervisors

Updated 6.4.2015 by the Communications Manager for Facilities & Campus Services.