



UNIVERSITY OF
SAN FRANCISCO

**University of San Francisco
Public Safety Power Shutdown
Response Guide**

Fall 2019



1. Introduction

Based on the previous wildfires in Northern California, PG&E has implemented planned power shutdowns in areas that meet certain criteria that would pose high risk of fires through downed power lines.

No single criteria has been identified but the determination will be based on a combination of the below:

- Red Flag Warning declared by the National Weather Service
 - Warm temperatures
 - Very low humidity (20% or below)
 - Strong winds (sustained above 25mph, gusts in excess of 45mph)
- Condition of dry vegetation fuel on the ground
- Real-time observations from PG&E crews and experts

It is important to note that the University of San Francisco does not need to be in a high fire-threat area to be impacted.

Proposed Timeline of Shutdown

PG&E will send customer alerts before a shutdown as well as providing information to the San Francisco Department of Emergency Management (SF DEM). SF DEM will utilize the SF Alert system to notify the City and County of San Francisco.

The exact timing of the notifications will depend on the conditions but PG&E's goal is 24 hours prior with additional reminder notifications leading to the specific time. Ongoing updates from PG&E will be provided via websites, social media, local news, and radio until the power is restored. PG&E will inspect and repair power lines and equipment prior to full restoration. Shutdowns could last anywhere from several hours to multiple days.

Buildings Impacted with PG&E Outage

The university's co-generation plant is responsible for generating 66% of the university's power during peak usage. The rest is provided by PG&E. The below buildings from the Hilltop campus are fully powered by PG&E and will have the greatest impact:

1. Lone Mountain Campus (Main, North, Pacific Wing, Rossi Wing)
2. Loyola Village
3. Pedro Arrupe Residence Hall
4. St. Anne's Residence Hall
5. Fulton House



6. Loyola House
7. 281 Masonic
8. School of Education

Emergency generators are found in Lone Mountain in Public Safety Dispatch, ITS Data Servers. There are areas in Harney and CSI that are on backup power as well.

Note: USF's other Additional Campuses are fully dependent on PG&E power.

2. Building Access and Security Considerations

- Specific Building Access Plans will be enacted to maintain security in our buildings during an extended outage

3. Activation of Emergency Operations Center

- When notice of the shutdown is made either directly from PG&E or from the City and County of San Francisco, the Emergency Operations Center will be activated.
 - Per [University of San Francisco Emergency Operations Plan](#), this is done by the President or designee. In the event that the President is not present, or is disabled, authority and responsibility to proclaim a State of Emergency and activate the Emergency Operations Center may follow this chain of succession:
 1. University President
 2. Provost and Vice President, Academic Affairs
 3. Vice President, Business and Finance and Chief Financial Officer
 4. Vice Provost, Student Life
 5. Vice President, Information Technology Services and Chief Information Officer
 6. Associate Vice President, Facilities Management
 7. Senior Director, Public Safety
 8. Associate Vice Provost and Dean of Students

4. Actions Following Notice of PSPS (~24 hours Out)

- Activation of Emergency Operations Center and Incident Management Team
- Office of Marketing Communications activate Crisis Communication Plan
- Messaging sent to community that there is a power shutdown coming and Emergency Operations Center has been activated. This is to be done via USF Alert.
 - The university will update it's PSPS website with link on the main usfca.edu homepage.
- Continuity personnel identified by departments with a specific role to serving on-campus community to be alerted by department heads and make arrangements for being on campus



- Continuity Services
 - Public Safety
 - Facilities Management
 - Bon Appetit
 - Student Housing and Residential Education
 - Information Technology Services
 - Continuity Instruction Planners
 - Deans of each school and college will determine continuity services in each school and college
 - To be determined dependent on the needs of the campus community
 - Departments should plan for potential extended operations with potentially minimal staffing levels
- Provost to begin conversations with Deans regarding activation of Continuity of Classes Plan - Determination of Continuity of Classes Plan to be made. See Appendix B for the plan.
 - Deans begin communication to their respective schools and colleges
 - Prescribed messaging to faculty to prepare for Continuity of Classes Plan activation
 - Dean of SONHP or designee will send guidance via email to faculty and staff about decision-making with respect to student clinicals rotations, fieldwork, practicum, other non-Hilltop-situated activities
- Events Management to begin audit of all activities on and off campus
- Bon Appetit to begin implementing Emergency Action Plan for USF
- Facilities Management to test and fill emergency generators
- Finalize which buildings will receive co-generation power
- Redistribute resources to areas that will remain open, as needed
- SHaRE to implement its Public Safety Power Shutdown Protocols
- ITS to implement its protocols
- Develop signage for campus buildings

5. Public Safety Power Shutdown Actions

Immediate Actions (0-2 Hours)

- Notification to community of power outage sent via USF Alert
 - Update all relevant means of communication
- Assess impact of utility outage on communications, IT systems, building security
- Ensure food service operations are able to continue
- Ensure co-generation power is operational



Intermediate Response (2-12 Hours)

- Continue to monitor situation
- Finalize Fire Watch procedures
- Provide updates to campus community through all available media at set timeline determined by President's Cabinet and OMC
- Maintain contact with local City and County partners to provide and receive situational updates

Extended Response (Greater Than 12 Hours)

- Begin Fire Watch procedures in all applicable buildings
- Continue to monitor situation
- Continue to provide updates to campus community
- Maintain contact with local City and County partners to provide and receive situational updates

Demobilization (Once The Power Has Been Restored)

- Ensure fire safety systems have been checked, are operational to ensure life safety within each of the USF buildings
- Ensure entry and exit points are functioning
- Send notification of resumption of normal operations via USF Alert

Appendix A: Fire Watch Policy

Purpose

This Fire Watch policy is to define the process for determination of a fire watch and the responsibilities for notification to the State Fire Marshal in regards to failures or activations of fire suppression and/or alarm system.

A Fire Watch is defined as employing personnel to perform the sole duty of providing constant patrols of the protected premise and keep watch for fires.

Establishing a Fire Watch

Once a watch has been ordered, it will generally be required that the building be monitored constantly by a designated employee, who may not perform any additional duties while on watch. This requirement may be exempted if the building is not occupied, noticed as appropriate, and has been secured.



Depending on the conditions, length of time, and hours of the fire watch, a variety of university departments may be involved in supplying and training persons who will be designated on fire watch. When possible, fire watch staffing should be considered from staff that is generally assigned to work in the facility under fire watch since they possess knowledge about the facility and its operations. For example, a fire watch in a residential building should be coordinated with Student Housing and Residential Education (SHaRE).

The types of employees that may be considered for fire watch duty include, but are not limited to:

- Employees of the impacted facility
- Facilities Management employees
- SHaRE employees
- Building Marshals
- Public Safety employees
- Others as determined by staff availability

Fire Watch Guidelines

Depending on the conditions of the affected building and the requirements of the watch, the procedures for the watch may vary. The following, however, are general guidelines to be considered in all watches.

Under traditional fire watch guidelines, a fire watch is done in coordination with a State Fire Marshal. For instances of a widespread outage, for example Public Safety Power Shutdown, USF will take the onus of instituting a fire watch internally within the university.

Facility/Watch Orientation

A Watch Coordinator is responsible for providing the watch employee(s) with an understanding of the equipment outage and/or other condition that led to the watch. The watch employee is to be notified of and shown areas containing hazardous materials, flammable materials, and areas that could be more prone to fire. It should not be assumed that the watch employee knows the signs of fire and must review them with the watch employee prior to their watch.

Additionally, the watch employee must:

- Have access to all affected areas and know how to access all areas that must be checked
- Must be notified of the frequency and scope of inspection
- Must know how to reach Department of Public Safety



- Must know how to promptly evacuate the building

Monitoring

During a fire watch, the designated watch employee is required to monitor and inspect the affected area, looking for signs of fire. This may include evaluation of things that can be seen, smelled, and/or heard. While specific requirements based on building may be determined, basic monitoring includes:

- Visual inspection of all corridors, doors, lobbies, vestibules, stairwells, and other public locations
- Awareness for odors including smoke, natural gas, or other hazardous materials
- Awareness of sounds associated with fire or fire hazards
- Increased sensitivity toward activities that could start a fire including cooking, construction, or maintenance activities

The watch employee should err on the side of caution and notify the Department of Public Safety of any condition that they believe to be a fire or fire hazard.

The watch employee may not perform any other duties while assigned to fire watch.

Non-Occupancy

With the permission of the State Fire Marshal, or through discussion internal to the university, a fire watch may have decreased requirements during periods of non-occupancy. The university will take all reasonable steps to ensure any persons who may independently access the facility during that time period are aware of the non-occupancy order and that the building is noticed in such a way that would advise occupants not to enter.

Generally, even during periods of non-occupancy, periodic exterior visual checks will be required and can generally be done by the Department of Public Safety or Facilities Management. Exterior patrols will be done no less than once per hour and logged by Public Safety Dispatch.

Signs should be printed on red paper and posted at all entrances.

Fire or Hazard Response



The watch employee is not trained and is not expected to perform any actions associated with fire suppression or take any actions to facilitate evacuation for others aside from notification to others as they evacuate the building.

Any observed fire condition or fire hazard must be reported to the Department of Public Safety as soon as practical. The watch employee should tell the Dispatcher the following:

- Location of the fire/hazard
- Description of hazard or size of fire
- How many people are in the building and if evacuation is underway

The watch employee should remain on scene to describe their observations to law enforcement and/or fire services.

Reporting

A Fire Watch Log must be completed and maintained for the period where Fire Watch is mandated.

At the conclusion of the watch, a copy of the log can be emailed to the following people:

- State Fire Marshal
- Associate Vice President, Facilities Management
- Senior Director of Public Safety

A copy of the Fire Watch Log is attached.

Tools Required for a Fire Watch

1. A phone with the capability to reach the Department of Public Safety (415.422.2911) and 911.
2. A megaphone to magnify voice level or a loud whistle to indicate an alarm.
3. Knowledge of building/grounds and evacuation procedures.
4. Logbook or written records for the patrol rounds of building and grounds. The logbook shall also contain a directory of names and phone numbers to be used in the event of an emergency. The logbook shall remain on site for inspection.
5. Post "Fire Alarm Out of Service" signs at every elevator landing, at each stairwell, and at all entrances into the building. The font shall be a minimum one inch high.
6. Other special instructions as required by the Fire Department or university.

Fire Watch Duties



1. Announce (using a whistle or megaphone) an alarm signal that is audible to all occupants.
2. Perform patrol operations according to instructions. Patrol entire building, floors, rooms, office areas, basement, and exterior grounds unless otherwise specified.
3. Patrol designated areas at least once each hour. Denote times and locations of patrol.
4. Remain on duty until properly relieved.
5. Place signs (8.5" x 11") with a minimum font size of one inch high stating "Fire Alarm is Not Operating". Place these signs at every elevator landing and on the corridor wall at each level.
6. Other special instructions as required by Fire Department or university.



Appendix B: Continuity of Classes Plan

POLICY STATEMENT

Maintaining student learning is central to the University of San Francisco's fundamental mission of academic excellence. All faculty members should prepare for the possibility of an interruption of face-to-face instruction and include their course syllabi one of the plan options below to maintain instructional continuity in the case of an unforeseen disruption. This instructional continuity plan can include a pre-planned remote instructional back-up plan to use when a class is cancelled. All material missed during any cancelled class sessions and other instructional activities associated with credit-bearing programs scheduled within an emergency, natural disaster or disruption must be covered before the end of the term. Note that essential services on campus may continue even when classes are cancelled.

REASON FOR POLICY

To provide guidance to the USF community of the policy on continuity of instruction when classes and other instructional activities associated with credit-bearing programs are cancelled due to emergencies or natural disasters.

WHO SHOULD READ THIS POLICY

Any employee who is responsible for student learning in academic credit-bearing programs; the members of the Leadership Team, as well as supervisors and Business Managers who supervise such individuals.

POLICY TEXT

Rationale: Maintaining student learning is central to the University of San Francisco's fundamental mission of academic excellence. All faculty members should prepare for the possibility of an interruption of face-to-face instruction and include in their course syllabi one of the plan options below to maintain instructional continuity in the case of an unforeseen disruption. This instructional continuity plan can include a pre-planned remote instructional back-up plan to use when a class is cancelled. All material missed during any cancelled class sessions and other instructional activities associated with credit-bearing programs scheduled within an emergency, natural disaster or disruption must be covered before the end of the term. Note that essential services on campus may continue even when classes are cancelled.



Technological advancements in learning delivery methods have improved the ability to maintain instructional continuity during unforeseen emergencies or disruptions. Whenever possible, faculty members are encouraged to use Canvas and other campus supported technologies (such as Zoom, Echo 360 Lecture Capture, etc.) to continue with their teaching plans during such times. If a course is technology-enabled or hybrid, the syllabus can provide that the regular class time schedule will be honored even if an on-ground class session is cancelled. In those cases, students will remain available for those faculty members who wish to hold a class session online through synchronous distance instruction.

Faculty should engage in professional development of skills required to utilize technology-enabled teaching, so that continuity of instruction can be maintained.

This policy assumes that faculty and students have access to electricity and the internet. In the event that electricity and the internet are also disrupted, make-up classes may need to be scheduled for dates and time when the class does not typically meet, including Saturdays, during fall/spring break and the study/review days before finals.

Please refer to the Class Cancellation Chart to determine whether the disruption in classes or other instructional activities with credit-bearing programs is considered minor or partial.

Minor Disruption

See Class Cancellation Chart for minor disruption criteria: Online classes will proceed as scheduled. For a standard on-ground course, instructors may choose to:

- Absorb missed material throughout remainder of semester
- Use additional class assignments
- Post readings or activities online through Canvas with discussion questions
- Extend office hours
- Hold an online class to make up for missed classes

It is important that all your students are able to participate in these changes to your courses. The material being made up must involve a supervised learning activity.

Partial Disruption



See Class Cancellation Chart for partial disruption criteria: Online classes will proceed as scheduled. In addition to the above strategies, for a standard on-ground course, instructors will also choose one or more of the following strategies:

- Change modality to online to make up missed material and maintain continuity until classes resume
- Add one or more class sessions, whether on-ground or online, during the semester to make up for missed class sessions. Instructors who plan to schedule one or more times to make up a class should consult with their students as soon as possible to avoid scheduling conflicts. Instructors should work with the academic scheduler in their school's dean's offices.
- Develop, in advance of the start of the semester, an online module for a week or more of content to deploy in the event of a partial or temporary disruption
- Consider a discussion with the college or school dean about meeting at an alternative site for programs with teaching weekends or intensives impacted by a disruption

Example: This policy will come into effect in scenarios including when fires are burning nearby and the smoke impacts air quality such that it is not healthy or safe for faculty or students to travel to campus. For class cancellations defined as a minor disruption, most of the missed material can be absorbed throughout the remainder of the semester and faculty can add assignments, readings or hold an online class to make up for the rest. Class cancellations defined as a partial disruption will require more action on the part of faculty. This action will include adding one or more classes over the remainder of the semester to make up for missed material or to change the modality to online during the disruption.

Faculty must be prepared to report plans for maintaining continuity of instruction in the event of a partial disruption.

Major Disruption

Class Cancellations with Indeterminate Resumption: Implement MOUs with AJCU institutions

Week of Instruction	50-65 Min. Class Session			75-100 Min. Class Session		160-270 Min. Class Session
	1 cancelled class	2 cancelled classes	3 or more cancelled classes	1 cancelled class	2 or more cancelled classes	1 or more cancelled class
Week One	Minor Disruption: material can be absorbed in remainder of semester	Minor Disruption: material can be absorbed in remainder of semester	Partial Disruption: additional strategies must be employed to make up missed material	Minor Disruption: material can be absorbed in remainder of semester	Partial Disruption: additional strategies must be employed to make up missed material	Partial Disruption: additional strategies must be employed to make up missed material
Week Two						
Week Three		Partial Disruption: additional strategies must be employed to make up missed material		Partial Disruption: additional strategies must be employed to make up missed material		
Week Four						
Week Five		Partial Disruption: additional strategies must be employed to make up missed material		Partial Disruption: additional strategies must be employed to make up missed material		
Week Six						
Week Seven	Partial Disruption: additional strategies must be employed to make up missed material	Partial Disruption: additional strategies must be employed to make up missed material				
Week Eight*						
Week Nine	Partial Disruption: additional strategies must be employed to make up missed material	Partial Disruption: additional strategies must be employed to make up missed material				
Week Ten						
Week Eleven	Partial Disruption: additional strategies must be employed to make up missed material	Partial Disruption: additional strategies must be employed to make up missed material				
Week Twelve						
Week Thirteen	Partial Disruption: additional strategies must be employed to make up missed material	Partial Disruption: additional strategies must be employed to make up missed material				
Week Fourteen						
Week Fifteen	Partial Disruption: additional strategies must be employed to make up missed material	Partial Disruption: additional strategies must be employed to make up missed material				

*In the spring semester, the eighth week of instruction occurs after spring break.