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1 PURPOSE

- 1.1 The purpose of this procedure is to describe actions to be taken in the event of a Utility Failure Emergency.


2 SCOPE – APPLIES TO WHERE & WHEN THE WORK INSTRUCTION IS USED

- 2.1 This procedure applies to operations and activities, under normal conditions and reasonably foreseeable situations, in the office and facilities of MTS Test Division and applies to the following physical plant location.
- 2.2 14000 Technology Drive, Eden Prairie, MN55344-22

3 DEFINITIONS AND ACRONYMS (IF NEEDED)

- 3.1 A Utility failure or damage may include but is not limited to:

Electric Power Failure	Data Center
Water Line Break	Hydraulic Source Line Break
Gas Leaks	Compressed Air Source Line Break

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- 3.1 Safety and Environmental Services (SES): The Environmental Health and Safety Manager or the Environmental Health and Safety Specialist, or designee.
- 3.2 Designated Management (DM): Officers, Directors, Managers or other personnel who are designated as being in charge of a situation or have authority to control plant-wide activities.
- 3.3 Information Technology (IT): Directors, Managers or other personnel who are designated as being in charge of the Data Center, and associated wiring closets, and PBX system.

4 GRAPHIC (IF NEEDED)

N/a

5 RESPONSIBILITIES

- 5.1 Safety and Environmental Services (SES) – Develops and updates the Emergency Response Procedures. Supports the Front Desk Security and acts as a liaison with outside emergency personnel and Designated Management. Has the authority to control plant-wide activities during an emergency.
- 5.2 Front Desk Security-Monitors emergency phone, and is responsible to control conversations with those reporting emergencies in order to ensure effective response efforts.
- 5.3 Supervisors: Coordinate the orderly movement of their employees away from the manufacturing floor in the event of an electrical or water main break utility failure. Coordinates the orderly movement of their employees to the designated assembly point in the event of a gas leak and conducts role call to account for employees in their respective work units.
- 5.4 Employees: Follow the emergency response procedures as documented and attend required training.
- 5.5 Maintenance: Provide support to the DM in the event that an SES is not present.\

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- 5.6 Designated Management: In charge of a situation or has authority to control plant-wide activities when an SES is not present.
- 5.7 Information Technology (IT): In Charge of the Data Center, and associated wiring closets, and PBX system during a utility failure.
- 5.8 Sales Department: Meets with visitors and their hosts in the cafeteria and updates them on the status of the emergency event.


6 INSTRUCTION

6.1 IF A UTILITY FAILURE OR DAMAGE IS OBSERVED:


- Dial 6000
- If the line is busy, keep trying.
- If the telephones are inoperable, report to the front desk
 - Give Front Desk Security the appropriate information.
 - State the nature of the emergency.
 - Allow the representative to control the conversation.
 - Give the exact location of the Utility Failure.
 - State your name.
 - Give the extension you are calling from.
- Follow the front desk representatives instructions
 - NEVER hang up until instructed by the representative at the front desk.

6.2 FRONT DESK RESPONSIBILITIES:

- Answer the Emergency Phone.
- Ask “What is the emergency?”
- Control the conversation by asking:
 - “Where is the Utility Failure?”

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- “What is your name?”
 - “What extension are you calling from?”
 - “Have people been injured?”
 - “Do you know what caused the Utility Failure?”
- 6.3 Instruct the caller when to hang up.
- 6.4 If the emergency involves a life threatening situation, refer to the appropriate emergency response procedure.
- For a potential explosion (gas leak), refer to the FIRE, SMOKE, or EXPLOSION Emergency Response Procedure.
 - For injury, refer to MEDICAL Emergency Response Procedure
 - For a chemical spill, refer to CHEMICAL SPILL Emergency Response Procedure.
 - If an alarm occurs from a Utility Failure, or if a Utility Failure is Identified:
 - Notify an SES, **Refer to Call List A.**
 - Notify Maintenance Personnel, Refer to Call List **Refer to call list C.**
 - Do not attempt to reset the alarm until authorized by an SES or DM.
- 6.5 Notify Maintenance Personnel. **Refer to Call List C.**
- 6.6 Notify an SES, **Refer to call list A.**
- 6.7 If Directed by Maintenance or SES, contact the appropriate Utility Authorities: **Refer to Call list G.**
- Xcel Energy
 - Center Point Energy
 - Eden Prairie Water Department
- 6.8 Notify Maintenance personnel. **Refer to Call List C.**
- 6.9 Notify an SES. **Refer to call list A.**
- 6.10 Communicate closely with the DM. **Refer to call list B.**
- 6.11 **MAINTENANCE RESPONSIBILITIES:**


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6.11.1 ELECTRIC UTILITY FAILURE:

- Open all mains on electrical services to protect equipment
- Check generator to ensure proper operation
 - Visual indication that emergency lights are on
- Identify cause of electrical failure.
 - Arrange for or contact **Xcel Energy** Directly **Refer to Call list G.**
 - Perform a visual inspection of the areas affected
 - Assess situation and take appropriate actions to prepare for utility restore
- Based on estimated time for restoration of power, take one or both of the following actions:
 - Update SES on the estimate for utility restoration. **Refer to call list A.**
 - Monitor utility failure and isolate the area with barricades (if localized)
- Ensure that at least one facilities representative is on-site at all times during utility failure.
- Restore power to facility by opening all subpanel breakers/switches for that service.
 - Close main
 - Verify voltage is within proper range by visually checking with voltmeter (attached to panels) **(Excel Energy Reps)**
- Restore sub-switches/breakers
- Verify that compressors, 50 HZ generators and pilot lights are functional. Acknowledge simplex panel.
- Perform walk around inspection to ensure utility is properly restored.

6.11.2 GAS LEAK:

- Authorized maintenance personnel investigate the source of leak using intrinsically safe monitoring equipment.
 - If leak is small (can be managed by one person & safe based on monitoring readings), isolate leak at or near source.

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- **Follow FIRE, SMOKE and EXPLOSION Emergency Response Procedure (6000 number and or 911 after hours = evacuation may be required/alarms activated)**
- **Call Centerpoint Energy. Refer to Call List G.**
- If safe to do so, isolate gas main from exterior of building.

6.11.3 HYDRAULIC LINE BREAK

- Isolate pump by activating e-stop.
- Follow CHEMICAL SPILL Emergency Response Procedure.


6.11.4 WATER MAIN BREAK:

- Authorized maintenance personnel investigate the source of the water leak.
- Determine how to best isolate the leak.
- Isolate valve to area affected, notify insurance carrier. **Refer to Call List H.**
- Contact the City of **Eden Prairie Water Utility. Refer to Call List G.**
- Contact clean up service provider. **Refer to call list I.**
- Repair damaged pipe section.

6.12 SES RESPONSIBILITIES:

6.12.1 ELECTRIC UTILITY FAILURE:

- Receive a brief incident summary from Maintenance
- Notify a DM of the status. **Refer to Call List B.**
- Notify IT of the status. **Refer to Call List F.**
- Follow-up on the status of the utility restoration progress with Maintenance.
- Based on direction from a DM, SES will take one or a multiple of the following actions:
 - Make the following announcement(s):

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Announcement-1 “ATTENTION ATTENTION: We have experienced a power failure which limits visibility on the manufacturing floor. For your protection all visitors, guests and their hosts are asked to be carefully escorted to the cafeteria area until the situation is resolved. All non-manufacturing, and material handling personnel, please exit the manufacturing floor. We will update you on future status- Thank You”

Announcement-2 “ATTENTION ATTENTION: Due to a power failure, the current estimated time for utility restoration is _____ A.M./ P.M. Please standby for further instruction, and we will update you on status as it becomes available-Thank You”

Announcement-3 “ATTENTION ATTENTION: Due to a power failure, the current estimated time for utility restoration is _____ A.M./ P.M. Based on this time estimate and other business considerations, we have decided to send all manufacturing personnel home for the day; other managers please work with your departments to determine the disposition of your employees. Thank You”

6.12.2 WATER MAIN BREAK:


- Evacuate all non-essential personnel from the immediate area surrounding the leak, use the following announcement” ATTENTION, ATTENTION: Due to a water main break, please evacuate the _____ area for the safety of company personnel. Please standby for further announcements-Thank you”
- Complete an Emergency/Drill Report post emergency to identify continuous improvement efforts.

6.13 IT RESPONSIBILITIES:

6.13.1 ELECTRIC UTILITY FAILURE:

- Verify the status of the Data Center, and associated wiring closets.
- Verify the status of PBX system
- Provide status update hourly to a DM. **Refer to Call List B.**

6.14 SALES RESPONSIBILITIES:

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- Meet with any visitors and customers in the cafeteria and update them on the status of progress related to the utility failure.

6.15 EMPLOYEE RESPONSIBILITIES:


- Stay clear from any suspended loads and from overhead hoists and cranes.
- Do not attempt to use powered industrial vehicles due to limited visibility.
- Standby for further instruction from your supervisor or from an overhead page.
- Ensure that any visitors are escorted to the cafeteria area.
- Report any damage, or safety concerns to your supervisor.

7 ASSOCIATED QUALITY RECORDS – AS STATED IN THE QUALITY RECORDS LIST

Required Record
Emergency / Drill Report
Call lists

8 REFERENCE FORMS / TEMPLATES / DOCUMENTS (IF NEEDED)

Form / Template / Document Title	Location
Emergency Drill Report (EHS-500-109)	EHS Department
Call list form (EHS-500-111)	EHS Department

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Current Revision's Training Requirements



Training requirements are determined by the document owner – either awareness or formal.

Select One (mark X)	Training Type	Training Definition
	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
x	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.

9 REVISION HISTORY & APPROVAL

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	Developed initial procedure for conformance to ISO 14001 § 4.4.7 (most current revision), and OHSAS 18001 § 4.4.7 (most current revision)	Bob Klenotich	7/18/2013
B	Revised to reflect current hours of daytime operation and security front desk support (in place of receptionist), update Center Point Energy	James Kinney	3/28/2016

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APPROVAL OF CURRENT REVISION		
Name / Function	Signature	Date
Rod Christensen Director of Quality Management Representative (Quality Manual)		10/15/12
Bob Klenotich EHS Manager-Documents Originator		10/15/12
Tom Milas-Vice President- Global Operations Management Representative		03/15/2016
James Kinney EHS Manager		3/18/16