



Guidelines for Outage Notifications of Building/Campus Services

I. PURPOSE

The purpose of this guideline is to inform all faculty, staff, and students of University notification procedures when Utilities, Fire Protection Systems, Life Safety Systems and/or Campus Services will be affected in building(s) or on University property due to inspection, testing, maintenance and/or repair services being performed.

II. OBJECTIVE

The objective of this guideline is ensure the Designated Building Representatives and Core Groups are notified anytime inspection, testing, maintenance or repair services are being performed on campus utilities, fire protection systems, life safety systems and/or services within campus buildings or on University property.

III. DEFINITIONS

- **Campus Utility Outage Notification Form:** A Facilities Division Work Management Center form submitted to deans, department heads and directors for the purpose of designating specific individuals within their respective colleges/departments to receive outage notifications through GroupWise. These forms are to be submitted to the Facilities Division Work Management Center in order to receive outage notifications. Facilities Division Work Management Center sends a request for updated contact information annually; however, departments may send updated information anytime.
- **Outage Notification:** Auburn University Facilities Division Work Management Center's standard procedure for notifying designated campus personnel and outside agencies through GroupWise of all work activities that will affect any campus utility, fire protection system, life safety system and/or campus service (i.e. fire alarm systems, sprinkler systems, fire pumps, fire hydrants, emergency generators, electrical power, emergency lights, exit signs, domestic water, heating and air conditioning systems, fume hoods, street lights, traffic signal lights, and road closures, etc.).



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- **Building Representatives:** Personnel designated by the deans, department heads and directors to receive outage notifications that affect utilities, fire protection systems, life safety systems and/or services on campus.
- **Core Group:** Outside agencies as well as designated University department personnel that need to be informed of campus service work that will affect campus utilities, fire protection systems, life safety systems and/or campus services. Outside agencies include: the City of Auburn's Department of Public Safety (i.e. Fire and Police), Lee County Emergency Management Agency, and other key University departments (i.e. Risk Management and Safety).
- **Fire Alarm System:** A system or part of a combination system that consist of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices and to initiate the appropriate response to those signals.
- **Fire Sprinkler System:** An integrated system of underground and overhead piping designed in accordance with fire protection engineering standards. The system includes one or more automatic water supplies. The portion of the sprinkler system aboveground is a network of specially sized or hydraulically designed piping installed in a building, structure, or area, generally overhead, and to which sprinklers are attached in a systematic pattern. The valve controlling each system riser is located in the system riser or its supply piping. Each sprinkler system riser includes a device for actuating an alarm when the system is in operation. The system is usually activated by heat from a fire and discharges water over the fire area.

IV. SCOPE

This guideline is applicable to faculty, staff, students and contractors.

V. RESPONSIBILITIES

- The Facilities Division Work Management Center is responsible for emailing utility outage notifications through GroupWise to designated representatives within each campus building that will be affected by any service work to be performed on a utility, fire protection system, life safety system or other service.



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- All building personnel and core groups designated to receive Outage Notifications (utilities, fire protection systems, life safety systems, or other services) from the Facilities Division Work Management Center are responsible for disseminating this information to all appropriate personnel within their respective building or buildings.
- It is standard practice for the Facilities Division Work Management Center to send notifications five days in advance when possible; however, in the event of emergency situations, notifications will be sent out upon the receipt of the request for an emergency fire alarm and/or sprinkler system outage. Questions regarding utility outage/service notifications should be directed to Facilities Division Work Management Center at 334.844.4357.

VI. GUIDELINES

- Outage Notifications can only be submitted to the Facilities Division Work Management Center by a full-time employee or supervisor.
- Outage Notifications will be emailed to the designated core group of individuals within each building affected by utilities, fire protection systems, life safety systems, or other services.
- Outage Notifications will be emailed to designated individuals five (5) days prior to start of work in campus facilities when conditions allow. In situations where service to a fire alarm and/or sprinkler system requires immediate service, the 5 day advance outage notification will be waived and an Emergency Outage Notification will be emailed immediately to the designated representatives and the core group.