ECS Buildings: Riverside and Santa Clara Hall
ECS Building Coordinator (RVR 2014, x86127):
   Primary: Dean Lorenzo M. Smith
   Alternate: Denise Nicholls

University-wide:
It is anticipated that the Sacramento area may continue to experience rolling blackouts at any given time. These blackouts may occur with either little or no notice. It is expected that they may last from 60 to 90 minutes or more.

If notice is available to the campus, and there is sufficient time, information will be posted on the CSUS homepage and on the broadcast telephone system. Whenever there is notice, a system of building coordinators will be activated, and those individuals will see that assistance and information is provided to each building on campus.

ECS-Specific:
In the event of a blackout in the ECS buildings, Riverside and/or Santa Clara Hall, the following procedures will be implemented:

Weekday Daytime:
   - Any questions or concerns should be communicated to the Primary or Alternate Building Coordinator (RVR 2014, x86127).
   - Classes will continue. Window coverings should be opened, if possible, by instructors to provide additional natural lighting. Instructors in each class and lab will also be responsible to insure that equipment and materials are secured and prepared for power to come back on later.
   - If necessary, Faculty and staff should move to an area where natural light permits work to continue.
   - The building coordinator should be notified in the event that anyone on the upper floors of Riverside Hall needs special assistance in leaving the building.
   - An assistant from the ECS Help Desk (RVR 2011, x86990) will immediately check in with the building coordinator for special instructions and then proceed to check each classroom and lab to make sure everyone is aware of what is going on and to see if any special concerns need to be communicated to the building coordinator.
• Existing power-outage procedures will be followed in all computer labs.

_Weekends and After Dark:_
• Any questions or concerns should be communicated to the ECS Help Desk (RVR 2011, x86690).

• Faculty, staff and students should remain in place for 15 minutes to see if power will be restored.

• If power is off for longer then 15 minutes, faculty staff and students should follow the existing ECS Emergency Evacuation Plan and exit orderly from the buildings to the designated assembly points. Riverside Hall assembly points are located in the plaza between Riverside and Sequoia halls and on the street between Riverside hall and the bicycle compound. Santa Clara hall assembly points are located in the plaza between Santa Clara hall and the Library and on the street between Riverside hall and the bicycle compound. Everyone should wait in these areas until power is restored in the expected 45 – 75 minute interval. Before exiting themselves, instructors in each class and lab will also be responsible to insure that equipment and materials are secured and prepared for power to come back on later.

• If power is off for longer then 15 minutes, an assistant from the ECS Help Desk (RVR 2011) will immediately proceed to check each classroom and lab in both buildings to make sure everyone is aware of what is going on and to see if anyone needs special assistance in exiting either building.

• The building coordinator will maintain a list each semester of which rooms are in use in the evenings to quickly identify a priority list of rooms to be checked.

• If it is necessary to leave a building, most areas have emergency lights. Everyone should follow the safety lights out of the building. If someone is located in a totally dark area they should stay there until arrangements are made for an escort out.

• Existing power-outage procedures will be followed in all computer labs:
  • All systems and printers should be powered off
  • Rooms should be cleared and then locked