

POWER OUTAGE

This policy is intended to deal with unexpected power outages, usually of uncertain duration. The main purposes of the policy are to provide:

- Safety of employees and any visitors
- Protection of electronic equipment and data
- Protection of manufacturing equipment and facility resources

Power outage falls into 2 categories, localized occurring only to the Company facilities or city/town wide

Responsibility

In the event of power failure, the Plant Manager is in charge of emergency arrangements. In his absence, the next senior employee, Supervisors or evening shift Charge hand should deal with the situation.

Unless there is evidence that the power outage will be of short duration, the plants should begin equipment shutdown procedures, 5 minutes after the outage occurs. If the outage occurs during hours of darkness, shutdown procedures should begin immediately.

Supervisors in each department should account for their employees and know where to find an emergency flashlight when needed.

Procedures When Power Outage Occurs

The fire exit signs will illuminate and battery operated lights turn on to allow employees to move to the doorways. Contact Maintenance, determine if the outage is plant-wide, and if there is any word of power outage duration from the Hydro Company.

Each employee is responsible for the equipment they are working with, and must ensure that where the equipment requires an automatic restart, the equipment is allowed to come back on line within the time allowed i.e. Laser. Equipment that does not have a low voltage release system that will restart when the power is restored must be switched off at the equipment switch i.e. belt floor sander/drill press.

Administrative employees using a computer that is on battery back up should save the file they are using and close down their computers.

Each Supervisor/Chargehand is responsible to account for all their employees and report to the plant manager any unaccounted for. Additionally if it is expected that the power outage is going to be significant employees should move to the nearest exits for the light.

If during the evening shift and a significant power outage occurs the evening shift Chargehand should contact the Plant Manager (Phone #) or (Phone #) and seek guidance on the course of action necessary.

When the power outage is over the equipment should be restarted in the following order:

	Main	R&D	West Plant
Compressors	Compressors	Compressor	Compressor
Make up units and ventilation	Make up units and ventilation	Heating and Ventilation	Make up units and ventilation
Laser	Laser	Other equipment	Paint line
Paint line	Paint line		Other equipment
Other equipment	Other equipment		