

policy and procedures m

PP13.E.001

June 28, 1996

From: Earl Smith

Subject: **Emergency Procedures--Voluntary Power Reduction**

Action: Upon notification by a WMECo representative regarding a **AVOLUNTARY POWER REDUCTION**, a fax will be sent to all building coordinators requesting a Avoluntary reduction of power consumption of all non-essential equipment (i.e., coffee pots, lighting in vacant areas, turning off or down non-essential air conditioning).

While building coordinator notification is in process, all appropriate physical plant personnel will be notified: Physical Plant Director, Associate Director for Maintenance & Operations, Manager of Electrical Maintenance, Electric Shop Foreman, Power Plant, Electrical Design Engineer, Energy Design Engineer, Manager of Mechanical Maintenance, Assistant Director for Administrative Services, Assistant Director for Customer Service/Work Management, Assistant Director for Custodial Services, and Assistant Director for Grounds/Transportation.

Attachment: Standard Fax

Distribution:

Director
Assistant/Associate Director
Executive Assistant
All Managers
All Supervisors

**University of Massachusetts
Amherst**

FAX PHONE 413-545-0729

FACSIMILE TRANSMITTAL FORM

PHYSICAL PLANT DIVISION

PHYSICAL PLANT BUILDING

AMHERST, MA 01003

TO: _____

FROM: _____ TELEPHONE NUMBER: _____

DEPARTMENT: _____ DATE: _____

PAGE _____ OF _____ (Including This Cover Page)