

[REDACTED] [REDACTED]
policy and procedures manual
[REDACTED]

PP.13.E.002

June 28, 1996

From: Earl Smith

Subject: Emergency Procedures--Mandatory Brownout Situation

Action: Upon notification by a WMECo representative regarding a ***AMANDATORY BROWNOUT SITUATION***, a fax will be sent to all building coordinators requiring a mandatory shutdown of all voltage sensitive equipment (i.e., air conditioners, fax machines, copy machines, printers, etc.).

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)

NOTE: *PLEASE NOTIFY SENDER AT ONCE IF ALL PAGES ARE NOT RECEIVED.*

A representative from WMECo has notified UMass of a **AMANDATORY BROWNOUT SITUATION**. We are informing you of a mandatory shutdown of all voltage sensitive equipment (i.e., air conditioners, fax machines, copy machines, printers, etc.).