



Safety Policy Manual

Policy No. 169

Policy: Enterprise Utility and Essential Equipment Shutdown

Page 1 of 8

impacted systems. This tracing is to identify and verify the valves, circuit breakers, etc. that must be isolated and/or addressed as part of the shutdown. Any planned shutdown shall be postponed until an up-to-date drawing is verified.

4. If the shutdown is part of a construction project, upon request, the PM shall engage the architect, engineer, controlling contractor and/or applicable subcontractors to assist with verification of system design, onsite tracing of the system and identification of valves, circuit breakers, etc. that need to be isolated as part of the shutdown.
5. Coordinate the development of up-to-date diagrams/plans showing the work locations, the areas impacted and the means of isolation.
6. Arrange an initial planning meeting with Facilities/Engineering, Real Estate and building management representatives, the controlling contractor and subcontractors, as appropriate. During the planning meeting, the scope of work, drawings, potentially impacted utilities/equipment/areas, shutdown duration, proposed dates and any need for coordination and intervention of a utility company (e.g. Con Edison, National Grid, PSE&G, etc.) should be reviewed.
7. The PM, Real Estate or Facilities Manager shall communicate and coordinate as appropriate to schedule and perform a “trial” short-term shutdown(s) to verify the areas, equipment and systems that will be impacted by the shutdown. The PM and/or Facilities/Real Estate Manager shall be responsible for ensur

EH&S. Such work shall be conducted in accordance with the NYULH Safety Policy 167 Control of Hazardous Energy (Lockout/Tagout).

10. Submit controlling contractor's and any applicable subcontractor's proposed Method of Procedure (MOP) to the Facilities/Engineering and/or Real Estate Manager. If necessary this shall also be distributed to Campus Safety Officer/Designee and EH&S for review. MOP should be distributed at least 2 weeks before the scheduled work.
11. Develop and implement an appropriate campus or Real Estate specific water management plan if the shutdown involves a domestic water disruption.
12. Coordinate a meeting with affected area leadership to discuss details of the shutdown and any support requested and/or needed. This meeting shall include information as to why the shutdown is needed, the proposed date and time, the projected duration, area(s) and service(s) affected, support needed, contact information, ILSM/ICRA or other safety protocols, procedures in the event of unanticipated system or area impact, etc. Subsequent communications to affected area leadership shall comply with requirements of Section 8 of this policy.
13. Provide email reminders/notification to site specific Facilities Operation, Real Estate manager(s) and building management personnel no less than 72 hours (for leased properties verify with time requirement) in advance for any shutdown or as per specific directive. All email notifications should include risk analysis and risk reduction information strategies to be implemented.
14. Routine maintenance that does not impact occupants or services may not require the 72 hour notification.
15. Requests for planned shutdown support, must be entered into the appropriate work order system. At leased sites, the PM shall coordinate with Real Estate to request support from building management.
16. Enter all required permit requests (e.g. hot work, penetration, etc.) in ATG system.

6.0 EMERGENCY UTILITY SHUTDOWN RESPONSIBILITIES

Upon notification or discovery of a need for an emergency utility shutdown, the designated Facilities/Engineering or Real Estate Manager shall be identified and shall:

1. Immediately confirm urgency, type and extent of utility or equipment interruption, impact to services, affected area(s) and any other pertinent information. If the staff or responsible person on-site believes there is impending life safety or significant property damage (e.g., fire/burning/smoke, flooding, etc.) they are authorized to perform the utility shutdown immediately and notify per Section 8.0 accordingly.
2. In consultation with Campus Safety Officer/Designee, EM+ER, EH&S and other necessary parties (e.g. Infection Prevention and Control) determine the scope of necessary repair(s), estimated duration of downtime, and if outside support will be needed for resolution or repair, etc. A risk analysis shall be completed to determine if Interim Life Safety Measures (ILSM) and/or Infection Control Risk Assessments (ICRA) are required. The effectiveness of safety measures already in place shall be confirmed.
3. Obtain, review, validate and provide (as needed) the most up-to-date facility/utility drawings and/or system information to Facilities trade staff or Real Estate contractor working on restoration
4. Coordinate a meeting with EM+ER and affected area leadership to review details of the interruption and the steps/measures put in place to mitigate loss of service. This meeting shall also include up-to-date situational details regarding the interruption, impacted area(s) and equipment, plan, schedule and scope of work needed to get system back on line, ILSM/ICRA and other safety protocols required, procedures in the event of unanticipated system or area impact, and any other operational resources impacted or needed.
5. Follow-up written communications to affected area leadership shall comply with Section 8 of this policy.
6. Where applicable, restore/reactivate system(s) in accordance with the NYULH Safety Policy 167 Control of Hazardous Energy (lockout/tagout).
7. Verify complete and successful restoration once services are restored. Communicate to affected areas and leadership accordingly.

The following communication protocols shall be implemented as appropriate:

- Communication and notifications to impacted departments and personnel may be via email, webex meetings, and direct contact, etc. Email notification should always follow direct contact.
- RED+F leadership and EM+ER shall be notified of emergency shutdowns as soon as practical. RED+F, EM+ER and the managers of the affected areas will evaluate the need and frequency of subsequent communications.
- All broadcast email notifications regarding utility shutdowns shall require VP of Facilities or VP of Real Estate review and approval before distribution.
- Periodic communications should be sent to leadership and the management of affected areas for shutdowns as needed. In the event the shutdown is anticipated to extend beyond the scheduled timeframe, an update communication should be sent to affected area(s) and leadership as soon as practical. Any additional follow up coordination and communications shall be scheduled as required.
- When the utility or equipment is back online and service is restored, a closing communication shall be sent to affected departments and stakeholders (including leadership and EM+ER, where appropriate).

9.0 FACILITY



11.0 RELATED POLICIES

- 115: Fire Alarm and Water-based Fire Protection Systems: Inspection, Testing, Maintenance, and Impairments
- 120: Construction Safety Requirements
- 133: Medical Gas Outlets and Piping
- 145: Interim Life Safety Program
- 157: Electrical Safety
- 164: Pre-construction Risk Assessment
- 167: Control of Hazardous Energy (Lockout/Tagout)
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