

## **The Town of Thomaston Brown Out Policy**

- I. Purpose  
Establish a notification network for dispatchers to use in the event of “Brown out” or “Black out” conditions.
- II. Policy  
Due to the closing of Northeast Utilities Millstone Nuclear Power Plants, the likelihood of “brown out” or “black out” conditions is of greater concern. It is the Policy of the Town of Thomaston, to the best of it’s ability, prevent damage to computerized equipment in town buildings, pump equipment at the Water Pollution Control Facility and Pump Stations, electrical equipment at the Highway Department Facility and HVAC systems in the Town Hall building.
- III. Procedure/Responsibilities  
In the case of a “black out”(total loss of electricity) the Generator system will automatically commence and the notification process will be the same as for the “brown out”. In the case of a “brown out” (the reduction of electrical power) the Dispatcher on duty at the time will make the following notification:
- Police Department – Shut down the elevator in the Town Hall after ascertaining that the cab is empty. In the event that the Opera House is having a performance, the management of the Opera House is also to be notified of the shut down by the Police Officer shutting down the elevator. (This procedure shall also be used whenever a power failure occurs in the building.)
  - WPCA – The Plant Supervisor is to be notified. If the Plant Supervisor is not available the Dispatcher shall contact the person on 24hr call as per list provided and updated monthly by the plant Supervisor. The designated person shall then implement the appropriate actions as per written procedures maintained at the WPCA Plant for the Plant and all pump stations.
  - Town Hall – During regular business hours, each office should be contacted and informed of the situation. Actions should be taken to safeguard all computerized systems and any unnecessary electrical usage shall be discontinued. In addition, the Town Hall Custodian should be notified so that he may reset the HVAC equipment as needed. If after business hours, only the custodian need be notified.

- Highway Department – The Highway Superintendent should be notified. If the Superintendent is not available the Dispatcher should have a secondary contact person. The necessary actions should be taken to safeguard the electrical equipment at the Highway Department.
- Board of Education – Custodian Staff at all locations should be notified so that the elevators can be disabled and HVAC systems can be safeguarded against damage. Computer systems not having surge suppressors should also be shut down. Any non-essential equipment should be turned off.
- Library – The Library should be contacted so that the HVAC systems can be safeguarded against damage and non-essential equipment can be shut down. If after regular hours, the call list provided to the Dispatcher should be utilized.
- TVAC – The President of the Ambulance Corp, or in the absence of the President the Vice President, shall be notified so action maybe taken to safeguard the HVAC and computer systems.
- Fire Department – The Fire Chief, or in the Chief’s absence the Assistant Chief, shall be notified so that action maybe taken to safeguard the HVAC, refrigeration and computer systems.