



# Electrical Energy Curtailment/Shutdown – Planning Guide

In the event of a controlled electrical grid outage (i.e., brownout or blackout event), Facilities & Services (F&S) Utilities & Energy Services (UES) division will be required to curtail energy across campus in as little as 2-3 hours or possibly with up to 24 hours of notice. The information provided by academic and administrative units in Event Day Action Plans will be used to guide emergency operational strategies and determine resource support for these periods.

## Create Your Event Day Action Plan

- 1) Identify Key Individuals in Your Department/College/Unit/Building –** The individuals could be deans, department heads, facility managers, administrative assistants, or researchers. Anyone involved in these operations, including those responsible for identifying systems and equipment to be modified, curtailed, or shut down, should be included. Information Technology Services support should also be explicitly incorporated to ensure that any systems or servers that need to remain functioning, such as backup servers or platforms that provide remote access and functionality.
- 2) Establish Specific Policies/Procedures –** Prepare and implement policies for use during energy curtailment/shutdown conditions, such as transitioning to remote work or rescheduling operations or events. Throughout these periods, identify departments and groups that **MUST** maintain the ability to perform critical activities, including the use of backup power for essential operations, equipment, procedures, and research.
- 3) Assign Designated Contacts to Announce the Curtailment/Shutdown Event –** These contacts will indicate when curtailment strategies are activated, and students, faculty, and staff should shut down equipment, turn off lights/computer stations in office areas, secure locations, ensure personnel safety, and coordinate operational changes, etc. Likewise, the same personnel should coordinate and communicate when a return to typical activities occurs.
- 4) Collaborate with Other Campus Departments or Colleges –** As necessary, units should coordinate with other campus departments or units that are impacted by these operational decisions, such as UES, the Division of Public Safety, Technology Services, and the Division of Research Safety, among others.

**5) Fill Out and Submit the Event Day Action Plan Form** – Units are requested to finalize the F&S Event Day Action Plan form and submit the information to UES for review and coordination. Providing detailed information in this planning guide will help F&S protect priority facility areas and essential items as much as possible during a potential grid outage.

## Critical Questions to Guide Your Planning

- 1) How long will it take you to shut down building spaces, departmental equipment, and systems across unit facilities?**

- 2) Aside from the building egress and fire safety systems, what items in buildings are critical to life safety aspects and cannot be shut down?**

- 3) Do building facilities personnel have a plan for curtailing/shutting down mechanical systems, including air handling units, supply and exhaust fans, building automation, steam and chilled water systems?**

- 4) What equipment or operations are “critical” to the academic/research mission and cannot be shut down? Should a controlled electrical outage occur, are procedures and protocols in place for these operations or equipment?**

- 5) What procedures and protocols are in place in the event of a temporary, controlled, or emergency electrical outage? What activities in the building are vital and cannot be performed off-site or through remote work/instructional protocols?**

- 6) What equipment requires a time sequence for shutting down? How long does this sequence take, and what happens if it loses power without notice? Is there a preestablished contact list for when outages occur?**

- 7) Do you have this equipment connected to a backup generator or power source? If so, how long will the energy source last if it runs continuously? Please indicate specific startup procedures that require coordination with UES and necessitate mandated reporting.**

- 8) Do you have a current document or tracking mechanism that identifies space use and occupancy scheduling for each department within buildings? Have those plans been updated recently with F&S Facilities Information Resources?**

- 9) Please list any other energy load shedding opportunities not already mentioned.**

**Send a saved submission file and/or questions to:**

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