

TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS

<u>Subject:</u> POWER OUTAGE DURING TOWN MEETINGS	<u>Regulation No:</u> 1.17	<u>Effective Date:</u> October 11, 2016
	Supersedes: New	

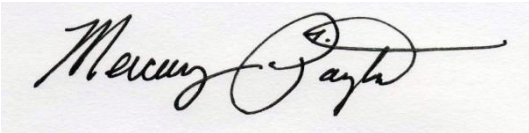
- I. In the event of a power outage at Town Hall during a public meeting, the following systems will not be operational:
- Elevator
 - Meeting recording system
 - Most electrical outlets
 - Most overhead lights (only emergency lights will remain on)
- II. If power is lost prior to or during a meeting, the following procedures are to be followed:
1. The chairperson shall recess the meeting.
 2. The Town Clerk or a designated staff member shall call Dominion Power.
 - a. **1-866-DOM-HELP (1-866-366-4357)**
 - b. **Report outage, inquire on anticipated restoration.**
 3. Wait 15-20 minutes for power to restore.
 4. If after this wait period power is not restored, the meeting shall be adjourned or canceled.
 5. The Town Clerk or a designated staff member is to ensure all staff, Council members, Commissioners, or Committee

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members, and/or members of the public exit the building safely.

6. If handicap accessibility is required, call Fire/EMS (9-1-1) or non-emergency police (703-255-6366) for assistance.

<i>Signature of Town Manager:</i>	<i>Date:</i>
	October 5, 2016