

New Hampshire WIC Policy & Procedure Manual

CHAPTER 3. STARLINC OPERATIONS OVERVIEW

Power Outages

Purpose	To safely power down the StarLINC server in the case of a power outage.
Policy	All Network servers and their monitors shall be protected from power surges, brown outs, and loss of electricity, by utilizing the Back-UPS to safely shut down.
Authority	CFR 246.4
Procedure	<p>A Back-UPS uninterruptible power supply (UPS) has been provided for each server installed for StarLINC. This equipment provides a short period of back up power to allow the server to be shut off manually as well as provides protection from low or high voltage in your building. All other servers should have a similar device attached to prevent unnecessary system down time and expensive repairs.</p> <p>Within 10 minutes of the loss of power, the designated person(s) will need to shut down the server. The procedure might be 5 minutes so that someone has time to find the instructions and shut it down. A working flashlight will aid in this process. The battery in the UPS takes 4 hours to recharge. If the server has already lost power for a few minutes and loses it again, there is less time to react.</p> <p>A plan for the clinic, health department, or county should be in place so that designated staff know what to do in the event of a power loss.</p> <p>Local agencies should notify the State office immediately when their UPS unit begins to warn that a battery replacement is needed. The State office will maintain a battery replacement for server Back-UPS units.</p>