KCMC/DUKE
STANDARD OPERATING PROCEDURES

Title: KCMC Power Failure During Data Entry	Policy #: 1.09

PURPOSE: To ensure integrity of keyed data in the event of power interruption or failure.

POLICY: The data manager will back up information immediately in the event of power failure of interruption.

RESPONSIBILITY: Data Manager

PROCEDURE:
1. In the event of power outage during data entry, the data manager will record the date and time of the power outage in the data logbook. The UPS should provide a minimum of 15 minutes back-up power.

2. The data manager will proceed with data backup and procedure and shut down the server.

3. Once the power outage has been resolved, the data manager will resume data entry, and record the date and time in the data logbook.