

5.10 POWER OUTAGE

Some rooms are equipped with red light switches. These are emergency lights that will not go off in the event of a power outage. Always keep the red switches in the on position.

Actions

- Remain calm - use emergency lighting.
- Report power outages to [Facilities Management Trouble Call Desk] at [(310) 825-9236].
- Turn off all light switches, except one (so you know when power is restored).
- Turn off and unplug computers and other equipment sensitive to power spikes and surges.
- Turn off coffee pots and other sources which produce heat.
- Stay near your area and await further instructions from your Warden; do not leave the campus unless instructed to do so by your supervisor. Evacuation is unlikely.

Precautions and Guidance

- Keep a flashlight in your desk; never use a candle or an open flame to produce light.
- If you are in an area with no lights, proceed cautiously to an area that has emergency lights. If no emergency lighting is available, evacuate to an Assembly Area.
- Provide assistance to students, visitors and other staff members in your area.
- Use flashlights to search for employees, students, visitors or others caught in unlit areas and escort them to an exit.
- If you are in an elevator, remain calm and press the emergency call button or phone.
- Stand-by for instructions from emergency personnel to evacuate the building in the event that the power cannot be restored in a timely manner. While most power outages are resolved quickly, if the power outage is expected to be of a long duration, cancellation of the day's activities may be necessary.
- Do not plug additional equipment into the red outlets – they have been designated for existing loads. Additional loads may cause further problems.
- Do not open the doors of refrigerators and freezers unless absolutely necessary so that they will maintain their temperature for longer periods. Follow food safety guidelines when your refrigerator's power is off.
- Do not use a gas stove for heating or operate generators indoors; both could cause carbon monoxide poisoning.
- If a traffic signal is not working, treat it as a stop sign.