

## 85.24 Utility Failure

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### 1. **General Instructions.** In the event of a utility failure:

- A. **During work hours.** If a utility failure occurs during regular working hours (7:00 a.m. through 5:00 p.m., Monday through Thursday and 8:00am through 12:00pm on Friday), immediately call the Physical Plant (dial **172**). If no answer, call Campus Security (dial **180 or 181**).
- B. **After hours.** If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, call Campus Security (**180 or 181**). After midnight, the on-call mechanic (**317-6182**)
- C. **Emergency.** If an emergency exists, activate the building alarm or notify the Building Coordinator. Report the emergency by telephone. If there is no phone available, Campus Security is located in the Instructional Center room 111.

### 2. **Evacuation.** In an emergency, the building evacuation procedures set forth in section 85.9 shall be implemented.

### 3. **Specific Instructions.** Additional instructions for specific types of utility failures are as follows:

- A. **Electrical/Light Failure.** In the event of the failure of emergency lighting in corridors and stairs for safe exiting, it is advisable to have a flashlight available for emergencies at night or for those buildings requiring light to exit the building.
- B. **Elevator Failure.** If trapped in an elevator turn on the emergency alarm (located on the front panel) to signal for help.
- C. **Plumbing Failure/ Flooding.** Cease using all electrical equipment. Call the Physical Plant (dial **172**) or Campus Security (dial **180 or 181**). If necessary, vacate the area.

#### D. **Gas Leak.**

- 1. Cease all operations.
- 2. Do not switch on/off lights or any electrical equipment. Electrical arcing can trigger an explosion.
- 3. During business hours, notify the Physical Plant (dial **172**) and Campus Security (dial **180 or 181**).
- 4. Vacate the area.

- E. **Ventilation Problem.** If smoke odors come from the ventilation system during business hours, immediately notify the Physical Plant (dial **172**) and Campus Security (dial **180 or 181**). Cease all operations and vacate the area.

### 4. **Area of Refuge.** The PEC (Physical Education Center) is the area of refuge for individuals that cannot depart campus during power outages. Security personnel will direct these individuals to the PEC. Security will post a student security officer to assist at that location.