

UTILITY FAILURE

Utility failures occasionally occur. These may be for short or extended periods of time.

If a Utility Failure Occurs:

- Remain calm.
- Alert others in the immediate area to the situation and direct them to safety.
- Move to a safe area and report the condition to police. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). *In all other cases, dial the police non-emergency number.* If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the location of the situation and any injured/trapped persons. Remain available to answer questions and provide other critical information.

If the Power (Electrical or Lighting) Fails:

- Refer to the Event-Specific Guidelines for Power Outage

If Telecommunications Fail:

- Locate a nearby operational phone and notify the Information Technology Department.

If an Elevator Fails:

- Follow any procedures posted in the elevator.
- Notify Facilities Maintenance or the District Police using the elevator telephone or another telephone if accessible.

If Plumbing Fails:

- Notify Facilities Maintenance or District Police.

If a Gas Line is Leaking or Ruptured:

- Cease all operations and follow the guidelines in the Event-Specific Guidelines for Hazardous Materials Incidents.

If Ventilation Systems Fail or Emit Smoke or Unusual Odors:

- Report the situation information to Facilities Maintenance and, if appropriate, evacuate the area.

If Water Contamination is Confirmed or Suspected:

- Report the situation information to the Facilities Maintenance. Facilities staff will consult with the water department to assess water quality and correct the problem. If appropriate, site administrators shall alert the campus community to the situation and advise them not to drink the water. This advisory should provide information about the situation and identify alternative sources for water.