If a POWER OUTAGE occurs in your office or building:

1. Remain calm.

2. Provide assistance to others in your immediate area who may be unfamiliar with the space.

3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.

4. If you are in an elevator, stay calm. Use emergency button or telephone.

5. If instructed to evacuate, proceed cautiously to the nearest clear exit.

6. Planning for such situations includes having a flash light available.

7. Call Maintenance at 725-6276, or extension 6276 from campus phones. Most phones will be operable.

8. Those with proper training should initiate power outage protocols for critical operations such as fume hoods.