

## UTILITIES/MECHANICAL EMERGENCY

If a mechanical or utility failure creates an emergency situation:

### YOU SHOULD:

1. Immediately call or have someone call **911** and/or SCSU Public Safety (**308-3333**).
  - State the emergency.
  - Give exact location of the emergency.
2. Activate the fire alarm if an immediate evacuation is necessary.
3. Proceed to the Evacuation Area listed on the floor plan diagram for the building in which you are located.
4. Help those needing assistance move to the Evacuation Area or a safe area in the building, if safe to do so.
5. Report to the person responsible to roll count of employees, if applicable.
6. Report the location of anyone left in the building.
7. Stay away from the building until an "all clear" is given by the Fire Department, SCSU Public Safety or other recognized authority.

If the failure does not warrant a complete evacuation of an area or building, and does not pose an immediate threat or hazard to personnel in the area:

1. Contact Buildings & Grounds (**308-2266** – business hours) and (**308-3166** – after business hours).
2. Contact SCSU Public Safety (308-3333 24-hours a day).

## MISCELLANEOUS INCIDENTS

Loss of power, utilities, and mechanical failures can be caused by a number of natural and man-made disasters. Buildings are equipped with an emergency power source that supplies the emergency lights, exit lighting, emergency telephones, and the fire alarm system. To minimize the effects of a utilities incident:

### YOU SHOULD:

1. Turn off or unplug electrical equipment that was in use when the power went off in your immediate area. This includes computers, typewriters, adding machines, desk lights or any other equipment that can be shut down.
2. Contact Public Safety, 308-3333.
3. If you are advised to leave the area, follow your evacuation route and wait at the assembly area for further instructions.
4. Leave at least one light switch on so you know when the power is restored.