



## Utility Failures

If a major utility failure occurs, immediately notify facilities management at x2349. If there is the potential danger to people, notify public safety as well at x3636.

- If an emergency exists, activate the building alarm.
- Assist the disabled in getting to the marked areas of refuge so they can safely wait to be evacuated.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

## Electrical/Light Failure

Building lighting is designed to provide only minimal lighting in corridors and stairs for exiting. Flashlights and portable radios should be kept available for emergencies.

## Elevator Failure

If you are trapped in an elevator, use the emergency phone to notify public safety. If the elevator does not have an emergency phone, turn on the emergency alarm, which will signal for help.

## Plumbing Failure/Flooding

Cease all operations. **Do not turn on any lights or any electrical equipment.**

- Wet areas can present the danger of electrocution if someone comes in contact with the wet area and electricity at the same time.
- Leaking natural gas can be ignited/explored by lighting or electrical equipment.

Notify the 2-fix line at x2349 and if possible, evacuate the area.

## Ventilation Problem

If smoke odors come from the ventilation system, notify the 2-fix line at x2349. If necessary, cease all operations and vacate the area.

## Steam Line Failure

Immediately notify the 2-fix line at x2349.