

## **POWER OUTAGE**

### **Be Prepared:**

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

### **Localized Power Outage (affects one building or section of campus)**

1. Remain calm.
2. In the event of a power outage residence hall buildings/townhouses are equipped with emergency lighting to aid in evacuations.
3. To report a localized power outage. Contact Public Safety at (518) 783-2376 (from a cell phone) or 2376 (from a campus phone).
4. Public Safety will notify Facilities Management and others as required.
5. If the power outage presents an emergency call Public Safety at (518) 783-2999 (from a cell phone or 911 (from a campus phone).

### **In the Event of a Large Scale Power Outage (affects majority/all of campus)**

1. Remain calm.
2. Do not light candles or use other types of flames for lighting.
3. Unplug electrical equipment, including computers, and turn off light switches.
4. Follow directions provided by Public Safety, Residence Life staff, and any messages delivered via the Siena Alert System.
5. If building evacuation becomes necessary, seek out persons with special needs and provide assistance if possible. If you have special needs or need assistance, call Public Safety at (518) 783-2999 (from a cell phone) or 911 (from a campus phone).
6. Secure all vital equipment, records, experiments and hazardous materials if it is safe to do so. Store chemicals in their original marked containers and fully open all the fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.

### **If People Are Trapped in an Elevator**

1. Use elevator phone or cell phone to call Public Safety at (518) 783-2999.
2. Tell passengers to stay calm and that you are getting help.
3. Provide specific information and the number of individuals trapped if known to the Public Safety Emergency Dispatcher.
4. Stay near passenger(s) if it is safe to do so until emergency personnel arrive on site.