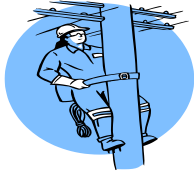


Utility Outage:



Utility outages can involve loss of electrical power or interruption of gas service, or gas leak. Such outages can be caused by a number of natural and/or accidental events and may be short term or long term. To report a utility outage, call the physical plant at ext. 8277, or Security at 8499.

Power failure

If a power failure occurs during regular work hours, the Maintenance Department, Ext. 8277, and/or Campus Security, Ext. 8499, should be notified. Only Maintenance Department or Security officers should report power outages to utility companies. If the power outage will be lengthy, the president of Rhodes State College or designee will decide whether the buildings will continue to be used. For example, laboratory buildings may be evacuated to minimize risks resulting from inoperative fume hoods.

Brownout

During very heavy power usage, area utility companies may have to reduce voltage. Such "brownouts" may occur when air conditioner use it very high. If a brownout occurs:

- Turn off all light switches.
- Set all equipment and appliance switches to the OFF position.
- Turn off window air conditioners. Central air conditioning may have to be shut down. General ventilation will be maintained in centrally air-conditioned buildings at diminished levels.

For Immediate Emergency: Gas leak or Possible Electrical Fire

- Activate the building (fire) alarm and call Campus Security at 8499.
- All building evacuations will occur when an alarm sounds and/or when an emergency occurs.
- Do not use elevators.
- Walk to the nearest stairway exit. Take personal items with you. If disabled, ask for help in getting down stairs.
- Assist disabled persons to leave the building. If an individual is unable to use the stairs, help them to a stairwell and remain there. Inform Campus Security where to find the individual.
- Move at least 500 feet away from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by Campus Security.
- A Security officer will respond with the appropriate authorities to evaluate the situation and to supervise an evacuation or appropriate action.
- Notify Security of any known downed power lines.
- The campus security department will initiate the procedure for contacting appropriate personnel.

- All emergency response personnel or departments will provide regular reports to update the Security Dept. or Emergency Operations Center.

Long-term Emergency:

In the event of long-term power outage, such as an ice storm:

- A decision will be made to cancel classes, close school or continue operations. General information will be communicated across campus to faculty, staff and students.
- If necessary an Emergency Operations Center (E.O.C.) will be opened and emergency staff positions will be assigned.
- Essential personnel will be called to campus to maintain facilities and insure safety of students, faculty, staff and property.
- If needed, shelter and/or food can be offered to the community and emergency personnel.
- Make contingency plans to insure adequate utilities and communications, including use of existing generators and/or rental of additional generators.