

UTILITY FAILURE

Emergency Actions: In the event of a power or other utility failure, the following actions will commence:

1. Call the security officer in the building.
2. Use flashlights as opposed to candles.
3. Turn off all electrical, office, and computer equipment. Some equipment, if left on, could be damaged when power is restored.
4. **Do not unplug your telephone.**
5. Remain in your area if power loss is not related to another emergency condition, such as smoke or fire and continue routine assignments where feasible.
6. Wait for further instruction from a Fire Safety Marshal, Building Services or Security personnel.
7. If an evacuation is directed, close all windows and lock all doors upon leaving.
8. Proceed according to the instructions of the fire safety marshal or calmly walk to the nearest stairway.
9. Emergency lighting will be available for stairways and exit signs throughout the building.
10. If you, or someone near you requires assistance with evacuating, notify the security officer in the building by using the emergency call box located on the floor.
11. Contact the College's general information number (312) 663-1600 for an update on the opening of facilities or check the website **www.colum.edu**.