

Power Outage

• Remain calm • Report • Evacuate



1 Remain calm

- ✓ Encourage others to remain calm.

2 Report the outage



During office hours (9am – 5pm)
call UC Facilities Management
Helpdesk on **Extn 94400**.



After hours **DIAL 0800 823 637**
UC Security and state
“**POWER OUTAGE**”.

3 Give information on

- building name
- nature of the emergency
- any emergency assistance required.

4 Evacuate

If evacuation is needed, move cautiously.

- ✓ Look for the **EXIT** signs where available.
- ✓ Assist any **disabled** people who may need help.



DIAL UC Security 0800 823 637
if emergency assistance is required.

If you are in a **LIFT** during a power outage

- People can communicate with UC Security or the lift company directly from the lift emergency phone during an outage.
- Use the “**Trapped in an Elevator**” section of this booklet for instructions.

If you are in a **LAB** during an outage

- Specific protocols and procedures will operate during a power outage.
- Ensure you are aware of these requirements.
- ✓ Keep all **refrigerators** and **freezers** closed during an outage.

IMPORTANT NOTICES

! Treat all electrical equipment as live, because power may be restored at any time without notice.

Outage times depend on the cause of the outage. This may take time to identify.

Building access controls (eg, access-controlled doors) will continue to operate for a limited time (eg, access-controlled doors). After this, doors will automatically release, and a manual lockdown will be undertaken by UC Security.

POWER OUTAGE