



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
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SUBJECT
SECURITY AND SAFETY

SUB-TOPIC

ELECTRICAL POWER FAILURES

- A. Purpose: The purpose of this procedure is to establish a definitive system for handling partial or total electrical power failures (blackouts) within a building or all buildings on campus.
- B. Procedures:
1. Remain calm.
 2. Do not leave your immediate area unless adequate lighting is available for exiting the building.
 3. If you can reach a telephone, call the University Police at ext. 2020, or the Physical Plant at ext. 2177, and supply them with the following information:
 - a. Name of caller;
 - b. Type of emergency;
 - c. Building and floor level.
 4. The University Police or Physical Plant will then follow this procedure:
 - a. Assure the caller that action is being taken;
 - b. Call key Physical Plant personnel;
 - c. Call Texas Utilities, if required;
 - d. Call other key University personnel, per Emergency Procedures Telephone Contact List;
 - e. Go to the scene and render assistance;
 - f. Report problem/status after restoring power.