

Utility Failure

- In the event of a major utility failure occurring during regular working hours (8:00 a.m. to 5:00 p.m., Monday through Friday), immediately notify your campus Plant Operations Office.
- If there is a potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify ABAC Police (Department of Public Safety) at 391-5060.
- If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS. You must report the emergency by phone.
- All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that the elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.
- If requested, assist the emergency crews as necessary.
- A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

ADDITIONAL INFORMATION AND PROCEDURES

ELECTRICAL / LIGHT FAILURE

At present, some campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is advisable to have a flashlight and portable radio available for emergencies.

ELEVATOR FAILURE

If you are trapped in the elevator, use the emergency phone to contact ABAC Police (Department of Public Safety) at 391-5060. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal for help.

PLUMBING FAILURE / FLOODING

Cease using all electrical equipment. Notify Plant Operations. If necessary, vacate the area.

SERIOUS GAS LEAK

Cease all operations. **DO NOT SMOKE, LIGHT A MATCH OR LIGHTER, OR SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER ELECTRICAL ARCING CAN TRIGGER AN EXPLOSION!** Notify ABAC Police (Department of Public Safety) at 391-5060 and Plant Operations **IMMEDIATELY.**

VENTILATION PROBLEM / SMOKE ODOR

If smoke odors come from the ventilation system, immediately notify ABAC Police (Department of Public Safety) at 391-5060 or Plant Operations. If necessary, cease all operations and vacate the area.