

## Power Outage

- Report outages immediately to Facility Services at 940.565.2700 during regular business hours or the after-hours building representative assigned to your building. Building representative list can be found at [https://facilities.unt.edu/resources/building\\_reps](https://facilities.unt.edu/resources/building_reps)
- Cautiously move away from any electrical equipment or machinery to avoid injury should it restart suddenly. Move slowly to avoid tripping. If able, shut down all electrical equipment as necessary and stay clear of all machinery during the power outage. Do not turn any equipment back on until authorized.
- During the failure, remain in a safe location. Back-up generators will supply emergency lighting to most areas. Supervising staff/faculty must decide whether to dismiss staff/students in the event of an extended power failure.
- Occupants should check and notify UNT Police Department of persons trapped in elevators or equipment that may present a hazard upon re-energization of the building. Department staff should conduct safety checks of all areas to determine if any person requires assistance.
- No one should be in a work area that has no light. If the condition exists, move people to an area with at least minimal light (enough to locate an exit path).
- Each Department should make flashlights available to employees for use during a power outage. In the event that emergency lighting fails, use flashlights to evacuate and conduct safety checks.
- Lab users should follow these precautions:
  - Put vital equipment on emergency power circuits if available. Check with Facility Services.
  - Make a list of equipment that must be reset or re-started.
  - Keep fume hood sashes closed and all containers capped.
  - Check cold storage items. Use dry ice if necessary.
- Check to ensure appropriate personnel have been notified if there are critical areas that need power, such as animal areas, research or other special needs.
- Facility Services will ensure that all affected equipment, security systems, and other alarms are reset.