

O. Utilities Problems and Failures

All utility problems and failures need to be reported to the Facilities Manager and Security immediately. Please follow the procedures outlined below in the event of Utilities Emergencies.

Power Outage

- Report any power failure immediately.
- Move students to a lit area near windows & entrances during the day (unless there is a severe storm) or to hallways that have Emergency lighting.
- Remain where you are until the extent of the problem is determined. An assessment of the situation will be made and you will be informed of any evacuation or closures.
- Be prepared to evacuate to a Safe Assembly Area upon direction of the College. Loss of power to fume hoods may require the evacuation of laboratories and surrounding areas.
- Take actions to preserve safety and health.
 - Evaluate the Campus work areas for hazards created by power outage.
 - Secure hazardous materials.
 - Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances.
 - Keep refrigerators and freezers closed throughout the outage to help keep them cold.
 - If needed, open windows (in mild weather) for additional light and ventilation.
- If directed to evacuate, follow Palm Beach State College evacuation procedures.
- During a power failure or possible power failure, never use an elevator. If you become trapped in an elevator during a power outage, use the Emergency phone in the elevator to contact Security. Wait for assistance. Try not to panic. Help will be on its way.
- If evacuated or College is closed, do not remain on or reenter the Campus or Campus buildings until an official announcement that it is safe to do so. Closing of the Campus requires an evacuation of everyone with the exception of key staff (Facilities and Security).

Plumbing Problem/Flooding

- Cease using all electrical equipment until repairs have been made.
- If necessary, vacate the area and prevent anyone else from entering by using signs or barricades.
- AVOID standing water due to the potential for electrical shock.
- Call Facilities.
- Call Security.

Gas Leaks - If you smell natural, propane or other compressed gases, you should:

- Cease all operations!

- Do not switch on the lights or any electrical equipment. Remember, electrical arcing can trigger an explosion.
- LEAVE the area immediately.
- Keep others out of the area.
- Call Facilities.
- Call Security.
- Monitor wind direction and ensure the Safe Assembly Area is up wind from the gas fumes.
- Wait for Emergency Responders and inform them of the Emergency.
- Do not reenter area until Emergency Responders have made an announcement that it is safe to do so.

Elevator Failure

If you are trapped in an elevator:

- REMAIN CALM!
- Use the Emergency phone or a cell phone to notify Security (phone number will be posted).
- Do not attempt to pry open doors.
- Do not attempt to use the overhead hatch.
- An elevator mechanic will be called to take care of the problem.

If others are trapped in an elevator:

- Immediately call Security and Facilities.
- Make an effort to locate the elevator car by going floor-to-floor and listening at the door for sounds such as banging, crying or yelling.
- Talk to the person inside by yelling through the door.
- Inform them to remain calm and not to try to escape. Remain in contact with the trapped individuals and inform them of the steps being taken to get them out of the elevator.
- If safe to do so, remain with the person(s) until help arrives.

