

POWER OUTAGE/BUILDING UTILITY FAILURE

- Remain calm.
- Contact the College Police at extension 5205 from a campus phone or direct dial 818-409-5925. You may also contact the Facilities Department at extension 5555 from a campus phone.
- Evacuate via nearest exit when safe to do so.
- If safe to do so, retrieve personal belongings and secure business belongings.
- If the hallways or stairwells are dark due to the power outage, move slowly and cautiously. Illuminate your pathway with flashlights or mobile phone lights.
- Walk, do not run.
- Use stairs, do not use elevators.
- Assist people with functional and access needs to evacuate.
- Laboratory personnel should secure experiments, unplug electrical equipment, and store chemicals in their proper locations.
- If you are trapped in an elevator during a power failure:
 - Use the elevator emergency phone to contact the College Police (College Police will also conduct elevator checks of all elevators on campus to insure no one is trapped inside).
 - Stay on the line with the dispatcher until help arrives.