

Response To Power Outage

Step 1 Before An Outage	Step 2 Response To Short Term Outage	Step 3 Response To Prolonged Power Outage	Step 4 After Power Outage
<ul style="list-style-type: none"> ❖ Prepare or review existing internal communications plan to notify affected personnel about workday and after-hours emergencies ❖ Identify and prioritize vital power-dependent functions, operations, and equipment. Plan ahead for short-term and longer-term impacts and needs. ❖ Battery-powered flashlights should be kept at known locations, readily accessible during outages. Candles and other open flame devices are prohibited. ❖ Keep duplicates of critical data. ❖ Determine if there are emergency power outlets (red) in your area. Use them for critical functions only. ❖ Determine if there is emergency lighting in your area. Keep flashlights in all work areas. ❖ Develop strategies for resuming operations when power returns. 	<ul style="list-style-type: none"> ❖ Assess the extent of the outage in your area. Report outages to your Building Chairperson and/or Facility Services at x4752. If after hours contact Facility Services at x4652 or University Police at 9-911 from any hard-wired campus phone or 229-9911 from a cellphone. ❖ Building chairpersons may make the decision to evacuate individual buildings. If you are told to leave the building, lock or secure your area, collect your personal belongings and leave. Reenter the building only when directed to do so by the Building Chair or the UWM Police. ❖ If evacuation of the building is not necessary, restrict movement to areas that are adequately illuminated. ❖ Report any losses or equipment damage to Risk Management at x5079 as soon as possible. 	<ul style="list-style-type: none"> ❖ Building chairpersons should check their buildings elevators and initiate rescue efforts by notifying the University Police, if necessary. Only trained rescue personnel shall assist persons stranded in elevators. ❖ Building chairs shall notify the University Police (x4627) and Facility Services (x4742) to facilitate assistance and repair as necessary. ❖ Move building occupants in darkened work areas to safe locations. Keep refrigerators and freezers closed throughout the outage. ❖ Unplug personal computers and non-essential electrical equipment and appliances. ❖ Open windows for additional light and ventilation, if appropriate. ❖ Campus administration will make the decision to cancel classes as necessary. ❖ Report any losses or equipment damage to Risk Management at x5079 as soon as possible. 	<ul style="list-style-type: none"> ❖ After a power outage make sure that all power is restored before turning on any equipment. ❖ Facility Services will ensure that all elevators are reset as well as security systems reactivated and other alarms are reset.