

POWER OUTAGE

Simple Steps to Follow

ALWAYS REMEMBER!

- Stay calm.
Do not panic.
- Walk! Do not run.
- Use the stairs.
Do not use an elevator.
- Use judgment to assess the safest course.

PLAN NOW!

- Know several escape routes.
- Know location of alarms/extinguishers.
- Keep your emergency contact info current at StanfordYou.
- Know your Emergency Assembly Point (EAP).
- Know your Building Evacuation Response Team (BERT) member and Building Manager.

1. TURN OFF EQUIPMENT

TURN OFF the power switch on computers, copy machines, and other electrical devices; this will lessen the electrical load on circuits once the power is restored.

2. USE FLASHLIGHT

USE FLASHLIGHT if necessary; **DO NOT IGNITE FLAMES**, including candles.

3. EVACUATE BUILDING (if instructed)

In the event of a total power failure for an extended period of time, building occupants will be instructed by Building Manager or BERT member to **EVACUATE** the building via the exit stairways; **DO NOT USE THE ELEVATOR**; if safe, **TAKE VALUABLES** with you (keys, cell phone, wallet, prescription drugs, etc.); **SHUT DOORS** but **DO NOT LOCK THEM**.

4. REPORT TO EAP

ASSEMBLE AT YOUR EAP; report hazards and/or injuries to a representative at the EAP; follow instructions issued by an official at the EAP; if you are away from your normal work/study place, assemble at the EAP where you are visiting and follow that EAP's instructions; **DO NOT REENTER** the building until instructed.

5. STAY INFORMED

KEEP APPRAISED of the situation by staying in touch with your Building Manager, reading AlertSU texts, listening to AlertSU voicemails, and visiting Stanford's emergency website; **DO NOT LEAVE** campus or work/study from an alternative location unless requested; obtain information only from an **AUTHORIZED STANFORD UNIVERSITY SOURCE**.