



HOBART AND WILLIAM SMITH
COLLEGES

Emergency Action Plan (EAP) POWER OUTAGE

The classification of unplanned power outages depends on several factors (expected duration of outage, time of day, time of year, etc.). In general, unplanned power outages can be broken down in terms of severity and probable emergency actions as follows:

LEVEL 1 OUTAGE

- Involve minor impacts to individual rooms or small buildings, for periods usually not exceeding one day.
- Emergency actions typically include the temporary relocation of directly affected students (as necessary) until repairs can be made by Buildings and Grounds (B&G).
- If students rely on the impacted facility for cooking purposes, Residential Education will work with the students to provide meals.

LEVEL 2 OUTAGE

- Involves impacts to larger buildings or a small number of buildings for periods exceeding one day, or where the outage impairs life safety or heating system needs.
- Assuming the needs of displaced or impacted students, staff and/or faculty can be met on campus, emergency actions typically include the temporary relocation of students in affected buildings to other on-campus facilities, and employees being given alternative work assignments or sent home until repairs can be made by B&G or the utility supply vendor.

LEVEL 3 OUTAGE

- Involves multi-day or multi-building impacts, where the outage impairs life safety or heating system needs.
- Assuming the needs of displaced or impacted students cannot be met on campus, emergency actions typically include the temporary relocation of students in affected buildings to other off-campus facilities, and employees being given alternative work assignments or sent home until repairs can be made by B&G or the utility supply vendor.

EAP-Power Outage

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone
From cell phone while on campus-dial (315) 781-3333
Off campus-dial 911

Aside from the general classification of unplanned power outages from above, there are some other general issues to keep in mind:

1. If you experience an incidental unplanned power outage, consider the following:
 - Notify Campus Safety at ext. 3333 or (315) 781-3333.
 - Cease any “hazardous” tasks you (or the students you are teaching or employees you are supervising) were engaged in that cannot otherwise be performed safely without power. A prime example includes the use of hazardous chemicals normally requiring fume hood exhausting in a laboratory.
 - **Do not approach or touch any wires** on the ground or detached from a building or piece of equipment. Immediately notify Campus Safety.
2. In situations where the outage results in a disruption of life safety systems on campus (i.e. fire detection and suppression systems no longer function), Campus Safety is charged with making a determination as to whether or not affected facilities may remain occupied.
3. If you are trapped in an elevator, follow these guidelines:
 - Use the emergency phone in the elevator or a cellular telephone to notify Campus Safety at (315) 781-3333. Utilize the alarm button in the unlikely event you cannot reach Campus Safety using the emergency phone.
 - Remain calm and wait for assistance to arrive. If the elevator is between floors, **do not attempt to exit the elevator by climbing out.**
 - Notify Campus Safety at (315) 781-3333 if you discover people trapped in an elevator. Talk to those inside the elevator, advise them you have called for assistance and attempt to keep them calm until Campus Safety arrives.
4. While it is highly unlikely that building evacuations (as traditionally defined) would occur following unplanned power outages that are less than Level 2 in severity, it is critical for all employees/students to stay informed as such an event unfolds. HWS officials will disseminate the critical information as it becomes necessary and available to safeguard the greater HWS community.
 - If a building evacuation is ordered, assist special needs individuals in exiting the building and proceed to the building evacuation meeting point.
 - Remain calm and do not panic.
 - If the emergency is impacting your building evacuation meeting point, or if you are instructed to do so by the Colleges’ authorities or first responders, proceed to

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the alternate primary or secondary assembly area and wait for directions from officials.

Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. During the evacuation process, you will be instructed where these are located by officials.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized HWS officials.

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