

1. Remain calm.
2. Provide assistance to others in your immediate area who may be unfamiliar with the space.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If you are in an elevator, stay calm. Use the emergency button or telephone.
5. If instructed to evacuate, proceed cautiously to the nearest clear exit.
6. Planning for such situations includes having a flashlight available.
7. **Call Maintenance at x363 or Security at x300 to report the outage.**
8. Those with proper training should initiate power outage protocols for critical operations such as fume hoods, telephones and computers.