

BUILDING EVACUATION PROCEDURES DUE TO UTILITY FAILURE

POLICY NO.	405-002
SCOPE	All Employees with Budgetary Responsibility
APPROVAL	Senior Management Team
ORIGINAL DATE	January 10, 2002
LAST REVISION	2009
NEXT REVISION	2014
CONTACT	Director, Facilities Management

1 POLICY

1. Report outage to Facilities Management 494-8215.
2. Identify floor or areas affected (i.e. Building Block, Room number).
3. NSCAD does not have an emergency generator to provide electricity. In the event of a significant power failure, all sensitive electrical equipment should be turned off.
4. Many areas through the campuses have emergency battery-powered lighting units which operate for a limited time. Upon activation, or if there is a potential danger to occupants, you should evacuate the building(2); this is especially important in areas of poor natural lighting. Fire Wardens are instructed to ensure their assigned areas are evacuated. **DO NOT RE-ENTER THE BUILDING(S) UNTIL THE POWER HAS BEEN RESTORED.**
5. NOTE: The elevators will not operate during a power failure. If you are trapped in an elevator please use the emergency telephone to call for help and remain calm.
6. Facilities Management staff have access to flashlights. Please call one of the following cellular numbers if assistance is required.

FACILITIES COORDINATOR (GRANVILLE): 877-0475

MANAGER, (PORT CAMPUS): 830-1836

CUSTODIAL COORDINATOR (GRANVILLE): 877-0750.

SECURITY: 877-0764 (DAY) 877-0765 OR 877-0766 (AFTER HOURS)