

POWER OUTAGE

In the case of extensive outages, emergency generators may be used to provide lighting to occupied portions of the building. In the event of a power failure, evacuate the building as quickly and safely as possible. Library employees should assist patrons in the evacuation.

1. Provide evacuation assistance to patrons and other employees in your immediate area.
2. Follow the evacuation routes provided at the back of this handbook.
3. If the power failure occurs while you are in an elevator, remain calm and use the emergency button to alert others that someone is trapped in the elevator.
4. All employees and patrons should be escorted to safety. Employees should make a thorough sweep of the facility, including classrooms, restrooms, and offices.
5. In the case of a generator failure, exit the facility through the nearest safe exit. Attempt to congregate with others from your unit and account for others that are not with you.
6. Follow procedures for emergency closure if the library must remain closed.