

Appendix P

UTILITY FAILURE

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

- Step 1: In the event of minor utility failure occurring during regular working hours, immediately notify Facilities Management.
- Step 2: If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Public Safety. Do not hang up until told to do so.
- Step 3: If the building evacuation (Fire) alarm is sounded or when told to leave by University officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the Disabled in exiting the building.
- Step 4: Do not return to an evacuated building unless told to do so by a University official.

A. Electrical/Light Failure

Campus building emergency lighting is temporary and may not always provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have your own flashlight and portable radios available for emergencies.

B. Plumbing Failure/Flooding

Cease all operations. Do not switch on any lights or any electrical equipment. Notify Public Safety.

C. Steam Line Failure

Immediately notify Public Safety or Facilities Management and, if necessary, vacate the area.

Appendix P (Continued)

D. Ventilation Problem

If smoke odors come from the ventilation system, immediately activate the building evacuation (Fire) alarm, notify Public Safety and vacate the area.