

In the event of a power failure, employees are asked to inform their Building Manager of any emergency lighting units that fail to operate when the power goes out or lighting units that fail to provide lighting for at least 15 minutes. Power outages, although inconvenient, provide an opportunity to monitor and test emergency lighting units. Employee assistance will be appreciated by building managers.

Preparing for power failures

- Identify and connect essential equipment to emergency power circuits, if available. Some buildings (example: SOCC) have permanently installed emergency back-up generators while other buildings may have small portable generators available to maintain critical operations during power interruptions.
- Make a list of equipment that must be reset or restarted once power returns. Keep instructions for doing so in a nearby place.
- Equipment that operates unattended should be programmed to shut down safely during a power failure and not restart automatically when power returns.
- Identify hazardous equipment that should be turned off after power fails because it might cause injury when restarted after power returns.
- Assign an employee to shut off the power to all identified equipment unless there has been an order to evacuate the building.

While the power is off

- Shut down equipment which automatically restarts when power is available (i.e. equipment with manual switches like copiers, etc.).
- Check equipment on emergency power system. In some cases, it may take 20 to 30 seconds for the emergency power to activate after a power failure.
- Disconnect equipment that runs unattended, and turn off unnecessary lights and equipment. This will reduce the risk of power surges and other unforeseen damage or injury that could result when the power comes on unexpectedly.

When the power returns

- Reset/restart/check equipment.
- Assess and report any equipment failures to your supervisor.

Emergency lighting

- Emergency lighting should provide enough light for a safe exit. Battery-powered lighting will last a couple of hours, but may fail sooner.
- Monitor level of lighting in hallways and stairwells to ensure you can exit safely.

Data backup

- Back up your computer files regularly so as not to lose data when the power goes off suddenly. The OIT Infrastructure Services Division maintains an uninterruptible power supply for critical machines such as servers.