

A. Building Problems**1. Power Failure**

If the power goes out during the day, it may be possible to continue limited institution operations. Emergency lighting should provide limited illumination. This system should be checked periodically. If the outage occurs in the evening, the emergency system may not provide enough light. The administration will have to make a decision about evacuating and closing the institution.

Power outages should be reported to a supervisor, who will then relay the information to Facilities Management. When reporting an outage, try to ascertain how long the outage might last. It is a good idea to have flashlights placed strategically throughout the institution. (Do not place them in a drawer, etc.) By marking the handle with fluorescent tape, you will be able to locate the flashlight in the dark. A staff member should be sent to determine if anyone has been stranded in the elevator. If there is someone caught in the elevator, follow the procedures outlined in this chapter for elevator failure (see p. 9A.2). If the institution is closed, do not forget to turn off equipment, e.g. coffee pots. Also, staff members should search the building to make sure that all people get out safely.