

Unplanned Power Outage Guidelines for Trent Durham

Power outages affecting Trent University infrastructure can occur for several unplanned reasons. If you are on campus during an unplanned power outage, several essential services will continue to function for a short time. These include fire alarms, emergency safety lights, desk phones, and doors with card readers.

To receive alerts related to unplanned power outages and other Campus Safety emergency notifications, it is highly recommended you download the [TrentU Safety App](#).

If you are on campus and your work area experiences an unplanned power outage, please follow these guidelines:

- Is it safe to remain in your workspace?
 - Does the space have natural light or emergency lighting? If not, relocate to a safe space that has better lighting; emergency lighting will last for a minimum of 30 minutes.
 - Is it safer inside or outside? Only move between buildings or to your vehicle if it is safe to do so.
- Do you have a method of sending or receiving communications with your supervisor or Campus Safety?
 - Inform your supervisor of where you are and whether you are safe. If there is no immediate risk, stay in place and await further direction either via the [Trent U Safety App](#) or directly from your supervisor.
 - If you or others around you are unsafe, contact Campus Safety at (905) 435-5111 or (905) 435-5123 at the ALC. If there is a life-threatening emergency call 911 and notify Campus Safety afterwards so they can escort emergency services to your location.

If a power outage occurs at a time when there are very few people on campus (i.e. late evening, early morning, weekend), please follow these additional guidelines:

- If the power outage lasts longer than 10 minutes, you may want to consider moving somewhere with more natural lighting and / or people nearby.
- On the Durham campus, it is not uncommon for one of the two main buildings to lose power while the other building maintains power, so you can move to the other building if it is safe to do so, and notify your supervisor of your location.

If an extended power outage occurs on campus:

The University will investigate the possible cause and duration of the power outage. A message will be shared as soon as possible regarding what has occurred, the impact on Trent University operations, and what is expected from you. Monitor the [TrentU Safety App](#) and your Trent University email.

If you are instructed by your supervisor to leave campus due to a prolonged power outage, you should be prepared to work remotely in case the power is not restored for an extended period. Before leaving, ensure

small appliances (such as space heaters) are OFF or unplugged to prevent fires from occurring when the electricity is restored.

Supervisors

What should supervisors do during an unplanned power outage?

- Ensure your staff are safe and informed of what is expected from them.
- The University will share information about what happened, what Trent is doing and what is expected of the staff. Share this information with your staff.
- If you have not received any information regarding the power outage after 15 minutes from the onset, please contact Facilities Management. If you cannot reach them, call Campus Safety (905) 435-5111 or (905) 435-5123 at the ALC.
- If staff are directed to leave campus, ensure your staff have what they need to work remotely, if they can. You should be the last one to leave your work area. Make sure the windows and doors are properly closed and locked.
- Have your staff's preferred contact information (before an emergency). You may need to call your staff to update them on university operations during or after an emergency.
- Download the [TrentU Safety App](#) and recommend your staff also downloads the [TrentU Safety App](#)

Notes:

Some departments such as Facilities Management, Campus Safety, etc. have their own procedures to follow during unplanned power outages, and it is expected that all employees with duties outlined in these procedures will be aware of their responsibilities and will follow them as required. If you are unsure if your department has specific procedures to follow during an unplanned power outage, please check with your supervisor.

All employees should utilize VIP to maintain their Emergency Contact information. Instructions on how to update emergency contact info are on the [VIP website](#). Supervisors should check their direct report's VIP to ensure they have done this.