## Power Outage Procedures



A power outage usually occurs during major storms or from a power surge from overuse. In most cases, a Pace emergency alert will be sent to announce additional instructions during an outage.



While the University has emergency generators, they may not restore full power. They will be used to primarily power emergency egress systems (illuminated EXIT signs), fire alarm systems, and data servers.

## How to prepare for a power outage:



Have a go-bag in your place of work & home, including a working flash-light and batteries .



Conserve energy by using electronics sparingly.

## Actions to take during a power outage:



Remain calm, & move cautiously to a lighted area & illuminated exit signs.



Report the power outage to Facilities or Security, and provide the location of the outage.



Unplug unnecessary electrical devices to prevent damage when power turns back on.



Use a flashlight to illuminate your area. **DO NOT light candles! This could** cause a fire hazard.

You can dial 777 or press the Security button from any Pace phone in an emergency.

New York City Campus Security: (212) 346-1800

Pleasantville Campus Security: (914) 773-3400

White Plains Campus Security: (914) 422-4300

