**Unscheduled Power Outages**

Sudden or unscheduled power outages will have an impact on people working in an office or writing up space environments. Emergency lighting in buildings will remain on for up to 3hrs giving workers time to make their area safe.

**In case of an unscheduled power outage:**

1. **Staff/Postgraduate students must** report the outage to UCD Estates, cc’ing the School Office and the Chief Technical Officer, with the subject line: *‘Power Outage’.*
2. School Office will inform all staff and postgraduate students, advising them to:
   * **Science South:** Leave the building immediately.
   * **Science East:** If the area has both natural ventilation and natural light continue to work unless the building is evacuated and closed. If the area has neither, leave the building.
3. The School Office will communicate when it is safe to return, once confirmed by Science Welcome Centre/UCD Estates.

**Before leaving the building, staff and postgraduate students must:**

1. Safely bring all work activities to an end and, if applicable, ask students to leave the area.
2. Secure all sensitive documentation and IT equipment.
3. Place all equipment controls in the ‘off’ position (do **not** turn off kitchen fridges).
4. Unplug or isolate all electrical equipment from the power supply, if possible (excluding kitchen fridges).
5. Leave their workspace in a tidy and organised state.
6. Ensure that all passageways and corridors in their workspace are clear and free of obstructions.

**Scheduled Power Outages**

Once the times and dates of scheduled power outages are known in advance it is possible to plan for the same and it may be useful to assign tasks in advance of any power cuts. The table below may help in this regard.

| **Task** | **Responsible Person** |
| --- | --- |
| Unplugging equipment in advance of a power cut / turning it to the ‘off’ position (excl. fridges) | Individual users |
| Making sure high value equipment has been secured | Individual users |
| Ensuring sensitive paperwork is secured | Individual users |