**Unscheduled Power Outages**

Sudden or unscheduled power outages will have an impact on person working in an office environment. Building Emergency lighting will remain on for at least 3hrs giving workers time to make their area safe.

In the event that there is an unscheduled power outage then office workers should –

1. Bring working activities to a safe end and ask students to leave the area if applicable
2. Ensure that high value equipment has been secured
3. Ensure that sensitive documentation and IT equipment has been properly secured
4. Place all equipment controls into the ‘off’ position (do not turn off kitchen fridges)
5. Unplug / isolate from the power supply all electrical equipment if possible to do so (apart from kitchen fridges)
6. Ensure that their working space is left in a tidy state
7. Ensure that all passageways and corridors in their working space are clear and free from obstruction
8. If the power cut lasts longer than 2hrs leave the building if they have not already done so.

**Scheduled Power Outages**

Once the times and dates of scheduled power outages are known in advance it is possible to plan for 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) |  |
| Making sure high value equipment has been secured |  |
| Ensuring sensitive paperwork is secured |  |
| Checking that working areas are left in a tidy state and walkways etc. are not obstructed |  |

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| (Type into the form, the box will expand to fit your content). | |
| **1.** | Are there any time critical tasks or activities scheduled for a time when there is a scheduled power outage? |
|  |
| **2.** | If ‘yes’ can the task or activity be undertaken at a different time? |
|  |  |
| **3.** | What arrangements are in place to facilitate rescheduling of the task? |

**Forms should be completed and retained locally.**