Power Outages

1. When the power goes off during normal operating hours, the following procedures are followed:

   A. Shut off any computer you are using to prevent damage when power is restored.

   B. A representative* from each floor should check the elevator to be sure no one is trapped. If someone is caught in the elevator, follow the emergency elevator procedure (copies are in the Watson Library Policies and Procedures Manual and also in the folder by the telephone at the reference desk).

   C. Workers at circulation will not allow any more patrons to enter the building until power is restored. Ask patrons as they leave to check for library materials.

   D. If power is not restored in thirty minutes, a representative from each floor will clear the building by asking patrons to go to the outer lobby until the power outage is over.

   E. If the university administration closes the university, a representative from each floor will make one more check for patrons, turn out the lights, check the restrooms, and be sure everyone in the area is notified of the closure and is leaving the building.

   F. The division head in reference or representative will check first floor, the division head in media/serials or a representative will check second floor, the library secretary or a representative will check third floor. The library secretary will place signs on the front doors indicating the building is closed and will reopen the next operating day. If the library secretary is
not available, the head of reference or a representative will place the signs.

2. If the power outage occurs at night, or on weekends, do the following:

   A. The librarian on duty at reference will immediately check the elevators on first and third floor and inform the student workers at circulation to not let anyone enter the building until power is restored. The media/serials worker will check the elevators on second floor. If someone is in the elevator, follow the elevator emergency procedure as outlined in the Watson Library Policies and Procedures Manual or in the folder by the telephone at the reference desk.

   B. If the power is not restored in thirty minutes, the librarian on duty at reference will clear the building by asking patrons to go to the first floor lobby. The media/serials worker will close that area in normal fashion and join the librarian on duty at reference on the first floor. The student workers in media/serials will also come to first floor and they must remain in the building.

   C. If the power is not restored in ninety minutes, the librarian on duty, accompanied either by the media/serials worker or a student worker, will close the building using normal closing procedures including turning off the lights and checking restrooms. All library faculty, staff, and student workers will leave the building together. Before leaving, the librarian on duty in reference or the media/serials worker will post signs on the outer doors indicating the library is closed due to power outage and will reopen at normal hours the next day.

   D. If the power is restored during the closing process and the time is 9:30 or earlier, the librarian on duty at reference will reverse the closing process and reopen the building. Do not allow patrons to enter until the lights are back on. If the time is 9:30 or later, continue the closing process. NOTE: If the power comes back on after the librarian on duty is in the parking lot, and all the workers have left, do not reenter the building to resume operation. If workers from media/serials and circulation are still available, use your best professional judgment about reopening. For example, if a storm is occurring and it seems possible the power will go out again, do not reopen. If the power is out for no discernible reason and it comes on steadily without going off and on, reopen the building.

*NOTE: Each division head shall determine a line of authority to identify representatives in case he or she is absent at the time of the emergency and be sure each member of his/her division is aware of this hierarchy. This should be updated with personnel changes.*