

## **BUILDING EVACUATION PROCEDURES DUE TO UTILITY FAILURE**

1. Report outage to Buildings and Grounds at 494-8215.
2. Identify floor or areas affected. (i.e. Building Block, Room number)
3. NSCAD does not have an emergency generator to provide electricity. In the event of a significant power failure, all sensitive electrical equipment should be turned off.
4. Many areas throughout the campus have emergency battery powered lighting units which operate for a limited time. Upon activation, or if there is a potential danger to occupants, you should evacuate the building(s); this is especially important in areas of poor natural lighting. Fire Wardens to ensure their assigned areas are evacuated. **DO NOT RE-ENTER THE BUILDING(S) UNTIL POWER HAS BEEN RESTORED.**
5. **NOTE:** The elevators will not operate during a power failure. If you are trapped in an elevator please use the emergency phone to call for help and remain calm.
6. Buildings and Grounds Staff have access to flashlights. Please call one of the following cellular numbers if assistance is required:

Manager, Buildings & Grounds: 830-8452  
Supervisor 877-0475  
Supervisor: 877-0750