

Utility Failure

Utility failures can be caused by a wide variety of events. If you are involved in an emergency which triggers the utility failure, reference the section related to the emergency you are dealing with for more specific guidelines.

Only personnel specifically trained in emergency shut-off procedures should attempt to turn on or shut off local and/or main utility lines to a campus building.

Electrical/ Light Failure:

- Report outages immediately to Facility Services at 940-565-2700 during regular business hours or UNT Police Dispatch at 940-565-3000 during other times.
- Provide assistance to others who may be unfamiliar with the space.
- Do not use candles or other type of open flame for lighting.
- Do not leave class or work unless told to do so by an authorized person.
- Proceed cautiously outdoors or to an area that has emergency lighting.
- In most cases, power will be restored shortly or you may be relocated to another area with power.
- Cautiously move away from any electrical equipment or machinery to avoid injury should it restart suddenly. Move slowly to avoid tripping. If able, shut down all electrical equipment as necessary and stay clear of all machinery during the power outage. Do not turn any equipment back on until authorized.
- During the failure, remain in a safe location. Back-up generators will supply emergency lighting to most areas.
- Occupants should check and notify UNT Police and Facilities of persons trapped in elevators or equipment that may present a hazard upon re-energization of the building. Department staff should conduct safety checks of all areas to determine if any person requires assistance.
- No one should be in a work area that has no light. If the condition exists, move people to an area with at least minimal light (enough to locate an exit path).
- Each Department should make flashlights available to employees for use during a power outage. In the event that emergency lighting fails, use flashlights to evacuate and conduct safety checks.
- Check to ensure appropriate personnel have been notified if there are critical areas that need power, such as animal areas, research or other special needs.
- Facility Services will ensure that all affected equipment, security systems, and other alarms are reset.

Elevator Failure:

- Activate the emergency button/telephone.
- Call UNT Police Dispatch if you do not get a response from the emergency button/telephone: 940-565-3000.
- Do not attempt to evacuate the elevator or help others evacuate.
- Do not pry open elevator doors or climb through the elevator roof escape hatch.

Water Leak/Flooding:

- Electrical arcing through water can lead to electrocution.

- Stop whatever you are doing.
- Do not turn on lights or any electrical equipment.
- Call Facility Services at 940-565-2700 during regular business hours or UNT Police Dispatch at 940-565-3000 during other times.
- If you can do so safely, cover or move objects that could be damaged by water.
- Evacuate the area.

Water Supply Failure:

- Call Facility Services at 940-565-2700 during regular business hours or UNT Police Dispatch at 940-565-3000 during other times.
- Do not consume tap water until told it is safe to do so by authorized personnel.