

EMERGENCY PROCEDURES : POWER FAILURE

The purpose of this instruction is to highlight procedures to be followed in the event of a failure to the College electricity supply. Out of normal working hours the following emergency procedures will be implemented:

1. The Duty Porter will inform the Head Porter, the Maintenance Superintendent, the on-call Maintenance staff member, the Duty Tutor and the Domestic Bursar immediately the electricity power supply to the College is interrupted.
2. The Duty Porter will then contact the 24-hour Emergency service telephone number (0800 783 8838) to ascertain the situation, and obtain an estimate of the likely delay before power is restored.
3. The College will be closed to all visitors.
4. The Duty Tutor and the Head Porter, with the assistance of any managers/supervisors, will clear all public areas, if required, ie the College bar, cafeteria, library, Party Room (if in use).
5. Available members of staff will check all kitchens to ensure that all electrical appliances have been switched off.
6. When power is restored to the College:
 - a. the Domestic Bursar and the Duty Tutor if appropriate will decide on the areas of the College (if any) to be returned to general use;
 - b. the Maintenance staff will check that equipment affected by the power failure is reset and returned to working order.
7. The Porters' Lodge will be staffed throughout the duration of the power failure.