



Date Created:	8.25.2009
Category:	Building
Revised:	6.23.2010
Approved by COO:	9.15.10

Purpose: To ensure that all UPI employees know what to do for power, utility and Information Services outages.

Policy: Utility service interruptions, internal flooding, inoperable or disabled elevators, information services/ telecommunications problems, and numerous other potential disruptions may occur.

Procedures:

POWER FAILURE

Immediate Action to be Taken

- Any machinery and equipment in use should be switched to the off position to prevent unexpected or sudden start up when power is restored.
- "Off" switches on power strips should be engaged.

Restrictions on Movement and Access

- Staff should remain in offices or cubicles until either the power is restored or further notice is given.
- Staff should avoid unnecessary movement throughout the building.
- In the event of complete darkness, cautiously move to a safe location with lighting.
- Entering and exiting the building is discouraged.
- Visitors may be admitted but must wait in main lobby until power is restored.
- If power failure appears long-term, appropriate announcements will be made.
- If power failure is related to stormy conditions, follow procedures for tornadoes/severe storm.

ELEVATOR EMERGENCY

In the event of an elevator malfunction, it is possible that you may be detained in the elevator. While this is unlikely, it is important to be prepared for such an occurrence.

What to do:

- If you are trapped in the elevator during business hours, push the "Emergency Alarm" button.
- There is a Phone button at the bottom of the panel
 - ✓ Push button once (red light will turn on and flash entire time connected).
 - ✓ Dial tone will be heard.
 - ✓ The elevator service company operator is being called and notified of the building location and ID.
 - ✓ Two-way voice communication is now possible.
 - ✓ Do not push button a second time unless you are disconnected.



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- Do not try to force open the doors.
 - Never attempt to leave the elevator if it is stopped between floors, unless specifically instructed by Emergency Personnel.
 - Relax and stay calm until help arrives. Please allow approximately one-half hour from the time of your phone call for help to arrive.

FLOODED BUILDING

Because of the extreme danger produced from water and electrical problems, please do the following:

- Evacuate to a dry, safe area.
- Contact the Property Manager.
- Call 911 and give the following information:
 - ✓ Explain problem.
 - ✓ Company name (UPI) and the floor where the emergency exists. (The street address is 13199 E. Montview Ave, Aurora)

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Renewal/Review: This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

Governance: Property Manager is responsible for adoption and/or implementation of this policy.