1. **Pre-planning**

Look out for messages internally and on local news about any increase in the likelihood of planned or unplanned power outages.

You can find out which block you are in, for planned outages by putting your postcode in [here](https://www.powercut105.com/).

Ensure you have available to you our Team emergency contact details, in a form not affected by loss of power (e.g. hard copy and/or saved in your mobile phone) but kept secure.

Consider carrying with you or in your car:

* Additional warm clothing.
* A torch (battery, wind up or rechargeable).
* A battery/wind up radio (if you do not have access to one in a car).
* Power bank.

**2.0 If a Power Outage Occurs While at your Normal Workplace**

If you are on campus when a power outage occurs in the building you are occupying:

1. Check for any new or specific messages relating to the event, if you can. (It is likely \*WiFi and cable IT connections will fail so try using a smartphone if you can).
2. In the absence of other official information follow this plan.
3. Pack up as if going home to work from home the next day.
4. Leave the office/building in a calm and planned way, without rushing, closing windows and doors to leave the office/building secure and with no confidential information left out on desks etc.
5. Switch off power sockets which were on when the power failed (to avoid potential damage when it is restored).
6. Take with you your laptop, charger etc. to work elsewhere if/when possible.
7. Encourage others, both staff and students, to leave the building too and to go to a safe location.
8. Go home - If people are at home, see if you can contact them to see what situation is there. (Will you have power, heating, an ability to cook food / make hot drinks, mobile phone reception, a telephone landline etc.).
9. Make sure someone knows your plans (see below)

\*Note: If lights are on elsewhere, on campus, you may be able to move to a location with WiFi, for example, to check information or use other contact methods.

**3.0 If a Power Outage Occurs While at Home**

If you are at home when a power outage occurs:

1. Take whatever action you need to take to ensure the safety and wellbeing of yourself and others at home.
2. When you have time, and are able to do so, follow the general principles in section 2.
3. Check in as on section 4.0

**4.0 Checking In**

1. Before you leave the office, if any other member of the team is present, let them know where you are going and what you plan to do (e.g. remain at home the next day or return) depending upon whether you are likely to have power at home.
2. Within 1 hour of the power failure, try to contact <add line manager’s name> (Teams and E-mail are likely not to work on Laptops, so try mobile phone e-mail, voice and text).
3. As a minimum, let them know
   1. Where you are or where you are going to be.
   2. What the power situation is at that location (if/when known).
   3. How you can be contacted.
4. If possible, let them know what you are likely to do the next day (stay at home or return to the office etc.)
5. Pass on messages for colleagues if you have spoken to them before you left campus.

**5.0 The Next Day**

For the purposes of this plan, we are assuming that either the power outage will be:

1. a planned one, currently expected to be in the afternoon into the late evening, or
2. that if it occurs earlier in the day, it will be impractical/unrealistic or unfair to ask staff to return the campus until at least the next working day.

If you have power at home, try to work from there and let <add line manager’s name> know you are doing so.

If you do not have power at home, see if you can find out, either by accessing StaffNet or e-mail, or by contacting <add line manager’s name> if power is available on campus. If so, if you can, go on campus and work from there.

***Rule of Thumb –*** *Go to where the power is,if you can do so safely in advance.*

Note: This is both for welfare reasons, (so you can warm up, recharge your phone, get something hot to eat and drink etc.) and also to work, but welfare comes first!

If you need to look after dependents etc. stay at home and let us know.

**6.0 Priorities If You Can Work**

If you can work, but cannot reach management for guidance, your priorities are only:

To meet statutory requirements or critical activities – e.g. <add team specific example…. e.g. to do a RIDDOR report.

>To provide advice and support to those dealing with the situation as it affects the University.

Everything else is on hold until the immediate incident is over.

If in doubt, document what you did and why you did it. Provided you act responsibly and in good faith, based upon your state of knowledge and competence, you will be supported if that is questioned after the event.