Appendix G

Power Failure

When a power failure occurs due to severe weather conditions or power outages, department heads should have a specific common area within their department identified, where all employees are familiar with to meet.

- An “Emergency Supply Box” should be used, if available (see below).
- Contact Campus Security to report the incident.
- All faculty member should ensure that students remain in the classroom until further notice.
- If the students are asked to leave the classroom, the Director of Operations (DOO) staff should lock all classroom doors and offices immediately once everyone is out of the rooms to protect people’s personal belongings.
- The decision to dismiss classes or close the campus is made by the Vice President of Institutional Effectiveness and Operations (VPIEO) and/or Vice President for Academic Affairs (VPAA), due to power failure or other conditions posing a potential threat to the health or safety of the faculty, staff or students.
- The CBS Watchman will be utilized to alert faculty, staff and students of important notifications.
- All occupants are to vacate the building to ensure safety if deemed necessary by the VPIEO or DOO.
- Once power is restored and all is cleared, normal operations should resume as soon as possible.
- Director of Operations will complete an Incident Report.

*Emergency Supply Box Items* (Partial listing example…modify as needed)

1. Flashlight
2. Batteries
3. Duct tape
4. Other items desired for safety

OTHER SUPPORT

In the event of an emergency the following is a list of agencies that may also provide support services along with their numbers.

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance/Fire/Police/Sheriff</td>
<td>911</td>
</tr>
<tr>
<td>Ambulance Non-Emergency</td>
<td>713-222-3434</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>713-526-8300</td>
</tr>
<tr>
<td>Ben Taub Hospital</td>
<td>713-793-2000</td>
</tr>
<tr>
<td>Boxer Management Company</td>
<td>713-777-7368</td>
</tr>
</tbody>
</table>
CBS Campus Security  281-448-4900
CBS Facilities #1  713-545-8543
CBS Facilities #2  713-545-4906
City of Houston  713-247-1000
Electric - Reliant  713-207-7777
Fire Non-Emergency  713-227-2323
Gas – CenterPoint Energy  713-659-2111
Harris County  713-755-5000
Hazardous Materials  911
Health Department  713-439-6000
HPD Non-Emergency  713-884-3131
Memorial Hospital Southwest  713-776-5151
Poison Control  1-800-764-7661
Water  713-754-0600