

14.16 Power Failure

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to have in effect a plan in the event of power failure.

Procedure:

If power fails completely, all employees and program participants are to move to a designated safe area for the duration of the outage or until dismissed. Employees assigned to offices without windows are issued flashlights. Employees should secure all cash registers and/or confidential information before leaving their work area.

Designated staff members will patrol the building during the power outage every 15 minutes to watch for fire or developing hazards. During an outage, no smoking is permitted, even in “smoking designated” areas.

An authorized staff member will call the appropriate electric company to report the outage and obtain any available information regarding the length of the outage. If the outage is to be prolonged or the duration is unknown, procedures found in Policy & Procedure 6.11, *Emergency Closings* will be followed.