

Standard Operating Procedure

for

Power Outages

(Employee Process)

If there is a non-scheduled power outage any time during the day, a call should be made to the Guam Power Authority inquiring on the status of the power situation. If the outage will be longer than two hours, library services will continue until the two hours is up, and then, a call is once again made to GPA regarding the status. Depending on the length of time that power will be out, library services may close but only until power is restored depending on time of day or closing time whichever comes first. If power outage is during or around the evening hours (6:00 p.m.), for safety reasons, the Library will close.

Patrons should be made aware of the situation, i.e. power outage, duration of outage, and when the library may close, verbally and by putting up signs. If the decision to close the Library has been made, patrons should be informed and escorted out. Staff is responsible for putting up signs and securing the Library.

Library employees should turn off all electrical devices and await further instruction from their immediate Supervisor before being released.