

OUTAGE PREPAREDNESS CHECK LIST



BEFORE A BLACKOUT OCCURS

- Assess all systems that could be affected by a power outage and ensure they are secured with surge protectors or UPS systems.
- Compile a list of all machinery and equipment that will need to be shut off during an outage, and note those that do not.
- Distribute an emergency plan to employees outlining their responsibilities and assigned tasks during a blackout.
- Decide in advance where employees should go, and how they will get there, during an outage.
- Identify your business' need for emergency back-up electrical power, and set-up the appropriate systems.
- Ensure that emergency lighting is adequate for all areas of your facility and has been tested monthly.
- Distribute flashlights, portable lamps or other safety gear throughout your facility.
- Without electricity your facility will also be without heating. Prepare to keep your staff warm if leaving the building is not an option.
- Pack an emergency kit to be used in the case of an extended blackout: bottled water, non-perishable food items, first aid supplies and extra batteries for flashlights should be included.

WHEN A BLACKOUT HITS

- Determine the breadth of the situation. If possible, exit your building and assess your neighbours and surroundings: is your building the only one affected, or is the outage more widespread?
- Stay informed: Equip your facility with battery-powered radios to stay on top of news and warnings should the power failure be widespread or prolonged.
- Account for all on-site employees and visitors.
- Notify your local utility:

LOCALIZED

In the case of a localized power failure, conduct your own facility checks to rule out an internal failure or malfunction prior to notifying your local utility.

AREA-WIDE

Notify your local utility immediately. With comprehensive data about the areas affected, the source of the outage can be better traced and repair personnel can work more efficiently to get everyone up and running as fast as possible.