

RISK MANAGEMENT

Public Safety Power Shut-offs



Planned Utility Power Outages Checklist for Businesses

Emergency Generator:

- Check the fuel supply and refill the tank or portable tanks as needed.
- Annually test the Transfer switch to ensure it is properly operating.
- Conduct regular maintenance on the generator per the manufacturer's recommendations.
- If you do not have a permanently installed generator;
 - » Consider purchasing a generator; or
 - » Have a contract in place for temporary generator to be delivered and available during power outages or emergencies.

Electronic Equipment and Machinery:

Before the power outage:

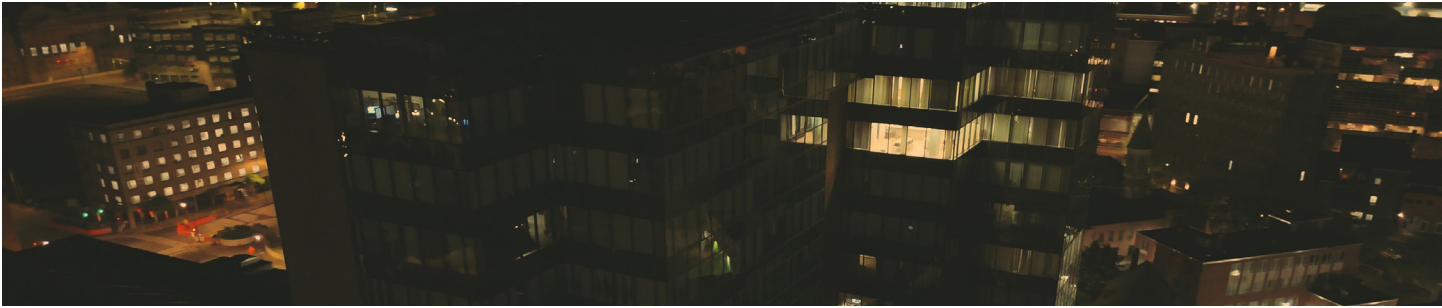
- Safely shut down any critical electronic equipment/ machinery.
- Disconnect supply or unplug critical equipment from outlets.
- Conduct a back-up of server data.

After the power outage:

- Do not turn on power supply or plug in equipment until Utility power has been restored and is stable.
- Often when utility power is restored, there are power surges which could damage equipment.

Fire Protection System:

- Check the spare batteries for the Fire Alarm Control Panel to ensure they are operational.
- Activate your emergency response team.
- If you have an Electric fire pump without an emergency generator:
 - » Your fire pump will not operate in the event of a fire and therefore your sprinkler system may not be effective in controlling a fire.
 - » Establish a fire watch for all areas protected by the fire pump and maintain throughout the power outage.
- If you have a dry-pipe sprinkler system:
 - » The power failure will cause the air compressor for a dry system to shut down which may result in the dry-pipe valve tripping and water filling the piping system.
 - Freezing temperature concerns – shut the sprinkler control valve before the dry-pipe valve to prevent water from entering the piping and activate a fire watch for the area.
 - If no freezing temperature concerns – after the power has been restored, contact sprinkler contractor to drain the system and put back into service.
- Activate a fire watch if your fire detection system does not have battery back-up for the detectors or notification devices.



Security Systems:

- Check for battery backup for the security alarm system to ensure operational.
- If no battery backup, consider hiring security guards for prolonged outages when the building is unoccupied.

Emergency Contact Information

Resource	Emergency Contact Number	Website/Email Address
Police/Fire/Ambulance		
Hospital		
American Red Cross		
FEMA	800-621-3362	
Electric Company		
Gas Company		
Plumbing Company		
Other		



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