



RISK MANAGEMENT

PUBLIC SAFETY POWER SHUTOFFS

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. Assess equipment after power is restored to ensure it is not overheating or malfunctioning.

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.

Planned Utility Power Outages Checklist for Businesses:

Fire Protection Systems (continued):

- 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		
Fire Protection Company		
Fire Alarm Company		
Other:		

**Want to
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