

# BUSINESS CHECKLIST FOR POWER OUTAGES



Most power outages are very short, but some can last much longer - up to days or even weeks. Power outages are generally caused by weather or accidents that interfere with equipment. During a power outage, your business may be left without working elevators, heating/air conditioning, lighting, hot water, or running water.

## **YOUR EMPLOYEES COME FIRST**

Be sure to have a safety plan for your employees that includes an evacuation plan and a rendezvous point. Be sure to include the requirements of anyone in a wheel chair or with special needs.

Providing your staff with a recognized first-aid and CPR course will help to ensure that in an emergency, staff will be able to assist others should they become injured and require medical assistance. Make sure that you maintain a list of staff with first-aid training. Ideally, a copy of this list should be kept by a manager and also with the office emergency first-aid kit.

Key personnel should have contact information for employees, landlord, insurance, banking, customers and suppliers in an off-site location, i.e. home.

## **PREPARE A WORKPLACE EMERGENCY SURVIVAL KIT**

Being prepared for an emergency includes the preparation of an emergency survival kit. A workplace emergency survival kit contains all of the basic items employees need to remain comfortable in the event an emergency occurs and employees are required to remain at work or evacuate the workplace for a period of time.

Depending on the workplace, it may be easier to have several workplace emergency survival kits stored on various floors or in different departments. However they are stored, is important

the contents of your workplace emergency survival kit be kept together in easy to carry containers or bags. This is because you might have to leave your office as a result of an emergency and this will ensure you have all of your basic supplies with you. Your workplace emergency survival kit should be kept in an easy-to-reach location and all staff should know where.

(See reverse for emergency kit checklist.)

## **YOUR BUSINESS**

Your business should have a Business Continuity Plan in place in case of a longer outage. Your plan must be updated and tested regularly. If you don't have a plan, there are numerous consultants who specialize in these types of plans. You can also find planning guides and templates online.

The plan should include access to data and coordination with employees. Consider regular off-site data back-ups located in professional hosting environments that offer generator power.

Contact your customers and suppliers to apprise them of the situation.

Check your insurance for coverage that includes business interruption and accounts receivable. Ensure that your insurance agent has appropriate emergency contact information.

**TO REPORT A POWER OUTAGE OR EMERGENCY CALL 416.542.8000**

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Each individual in the workplace should think about whether there are other essential items they would need in an emergency and make sure that they prepare a smaller workplace emergency survival kit that they maintain and keep with them. These additional essential items might include special medications and assistive devices.

## THE CHECKLIST BELOW OUTLINES THE BASIC ITEMS RECOMMENDED FOR YOUR EMERGENCY KIT:

- Flashlight and batteries
- Radio and batteries or crank radio
- Spare batteries (for radio and flashlight)
- First-aid kit
- Candles and matches/lighter
- Extra cash (small bills and coins)
- Non-perishable food (ready-to-eat items that do not require refrigeration)
- Manual can opener
- Bottled water
- Extra clothing and footwear
- Blankets or sleeping bags
- Toilet paper and other personal items
- Medication (non-prescription types)
- Backpack/duffle bag
- Whistle (to attract attention, if needed)
- Telephone that can work during a power disruption

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