



# BE PREPARED



## Preparing Businesses



**Before an Outage happens, be prepared - Have your **Workplace Emergency Kit** ready.**

A typical 10-person workplace kit may include:

- 4 light sticks
- 10 emergency blankets
- 2 box waterproof matches
- 3 emergency candles
- 1 battery-operated radio
- 1 industrial flashlight
- batteries for flashlights & radio
- 1 emergency whistle
- 1 army knife
- 1 tarp
- 1 rope
- 2 pairs of work gloves
- 10 rolls of toilet paper
- drinking containers
- 1 roll of duct tape
- 1 survival handbook
- 3 days of food rations

### Computers

- Back up computer files frequently.
- Consider buying an Uninterruptible Power Supply (UPS) for critical computers and other equipment. This provides temporary battery backup power to allow you to save data and turn the computer off safely.

### Back-up Equipment

- Routinely check backup battery systems for security, lighting, phone and computer equipment to make sure they are fully functional.
- Make sure that emergency lighting systems are functional and are adequate for evacuating the building.
- If your elevators are connected to an alternate power supply, verify the maximum number of elevators that can run without overloading the generator.

## **Employees**

Review procedures in the case of an outage with employees, including:

- Procedures for continuing or stopping work
- Security procedures
- Alternate evacuation routes if elevators are not working

## **Ventilation**

Adequate ventilation can become an important concern if power is out. Gas stoves in restaurants will continue to operate, but fans will be out of service. Inadequate ventilation can lead to a build-up of carbon monoxide and other hazardous materials. When turning off equipment, make sure that air conditioning and ventilation systems for the elevator equipment room are not shut off, to prevent equipment from overheating.

## **After an Outage**

When power is restored, turn equipment back on over a 30-minute period, to protect your own equipment and help Northland Utilities resume service.

