



# Preparing for a Power Outage at Work

SDG&E is committed to providing safe and reliable energy, but unfortunately, power outages do occur. Please take a moment to read through this handout for important energy safety information to help you through a power outage.

## Be Prepared

- Keep emergency supplies on hand, including:
  - Fresh batteries and flashlights
  - A portable, battery-powered radio and/or television
  - A wind-up or battery-powered clock
  - Nonperishable food and water
  - Cash, since ATMs may not work when the power is out
- Have either a cell phone or hardwire, single-line telephone. Cordless phones and your company's phone system may not work without electricity.
- Know how to manually open and close any electric security or garage doors and gates.
- Consider protecting your computers and other electronic equipment with an Uninterruptible Power Supply (UPS) unit.
- Have an emergency action plan (that includes elevators) in place and make sure your employees are familiar with it.
- Have an emergency plan in place for any employee who relies on medical equipment. This may include a back-up power source or transportation to another facility.
- Have a battery back-up system if your smoke alarms are wired to your building's electrical system.
- Double-check all of your battery-operated exit lights.
- Identify the operating requirements for your gas equipment. If your equipment has an electronic ignition, it will not work because electricity is needed to ignite the natural gas. Equipment requiring fans or other electric devices to run also won't operate. Once electric service is restored, this equipment should resume normal operation.

## If You Know an Outage May Occur

- Shut off equipment, particularly electronic equipment such as computers and fax machines.
- Leave one light on so you know when power is restored.
- Turn off any heat-producing electric equipment such as ovens, irons or dryers. This will minimize fire hazards when power is restored.
- Stay out of elevators – use the stairs instead. If possible, post signs warning people not to use the elevators.

## During an Outage

- Don't call 911 to ask about the power outage. Call SDG&E at 1-800-611-SDGE (7343) to report the outage and for information updates.

- Shut off any electronic equipment that was operating when the power went off. Shut off major electric equipment as well. This will help stabilize the electric system when power is restored.
- Keep the doors closed on refrigeration equipment to help prevent food spoilage. Dry ice can be used to protect contents during extremely long outages. Wear gloves when handling dry ice, and don't place it directly on perishables.
- If your employees leave the grounds, encourage them to use extreme caution since traffic signals may not be working.

### After an Outage

- Wait approximately ten minutes, then bring your electric equipment back on-line in stages. This will help eliminate problems that could occur if there's a surge in demand before the electric system stabilizes.
- Call for service if you need help. If electric power has been restored to your area but your business is still without power, call SDG&E at 1-800-611-SDGE (7343).

### Portable and Standby Generators

- **Never plug a generator into any electric outlets.** Generators can feed electricity back into the power lines, putting you and SDG&E repair crews in danger. It can also damage your appliances or those of your neighbors.
- State law requires that you notify SDG&E if you plan to use a generator. Call SDG&E at 1-800-411-SDGE (7343) if you have a generator that you plan to use during an outage.
- Always follow the manufacturer's instructions to avoid injuring someone or damaging your generator or appliances. If you plan to purchase a portable generator, refer to SDG&E's *Facts You Should Know About Portable Electric Generators* information sheet.

### Conserve Where You Can

Cutting your energy consumption will reduce the overall statewide demand for electricity. Ask for SDG&E's energy-saving tips at 1-800-411-SDGE (7343) or visit our Web site at [www.sdge.com](http://www.sdge.com) for more information on preparing for power outages.