



How can you prepare your business for potential power outages?

We are working every day to improve the safety of our electric system, but power outages can happen at any time because of severe weather and high fire danger conditions, natural disasters, storms, earthquakes or other unforeseen events. We created this checklist to help you keep your employees, tenants and customers safe during an emergency.

Emergency Preparedness Checklist

- Update your contact information**
Visit [pge.com/mywildfirealerts](https://www.pge.com/mywildfirealerts) to update the contact information we have on file and will use to send notifications during a Public Safety Power Shutoff (PSPS). **Non-account holders** can visit [pge.com/pspszipcodealerts](https://www.pge.com/pspszipcodealerts) to sign up for PSPS notifications by ZIP Code.
- Prepare and practice your emergency plan**
Practice your plan several times, including identifying multiple evacuation routes. More information and preparedness tips are available on [safetyactioncenter.pge.com](https://www.safetyactioncenter.pge.com).
- Build or restock your emergency supply kit**
Stock supplies to last a week — include flashlights, fresh batteries, first aid supplies, food, water and cash.
- Create a hard copy of emergency phone numbers**
Develop a list with emergency contacts and post it in a place you and your employees can access during an emergency. Cell towers may be impacted during a PSPS, so always know where the nearest landline is.
- Create and update an employee roster**
Create a roster with employee names, emails and phone numbers. Update it regularly and store a digital and print copy.
- Identify backup charging methods**
Consider alternative charging methods such as portable battery packs for phones and other devices for your business and employees who are working from home. Find options, financing and retailer information on [pge.com/backuppowers](https://www.pge.com/backuppowers).
- Ensure any backup generators are ready to safely operate**
Acquire enough fuel to last for a few days and keep the fuel in a safe and well-ventilated place. Find safety tips on [pge.com/backuppowers](https://www.pge.com/backuppowers).
- Keep refrigerator and freezer doors closed**
Store water-filled plastic containers in your freezer to use as blocks of ice to prevent food from spoiling.
- Prepare your facility for an emergency**
Install and replace batteries in smoke alarms. Locate and know how to use fire extinguishers. Place flashlights at checkout points, storerooms or offices that have no natural light sources.

To learn more about how to prepare for potential outages,
visit [pge.com/beprepared](https://www.pge.com/beprepared) or call **1-800-743-5000**.

Tech Tips

To help keep your small business running during a power outage, consider these tips:



Get a cloud backup and recovery solution

You can help protect important documents in case of a power outage with automatic cloud backup and recovery solutions.



Keep hard copies of important documents

While it may be smart to go digital with your important information, having hard copies of emergency phone numbers, employee rosters and appointments can help you stay safe if power is off or systems are down.



Have a backup battery for your computer or mobile credit card processor

Having a backup battery, such as an uninterruptible power supply (UPS), for your computer or mobile credit card processor could help you keep business operations running or provide enough time to save important files. Backup power solutions can be found on [pge.com/backuppowers](https://www.pge.com/backuppowers).



Consider a mobile hotspot

When your home or office internet goes out, setting up a mobile hotspot may allow you to stay connected if your wireless cellular network is working.



Have at least one corded landline phone that requires a phone jack

For your cell phone, keep a spare (and fully charged) external phone battery in your office.



Factor power outages into your business resilience plan

Create a step-by-step plan for dealing with power outages, including practices, systems and technologies you'll implement and plans for employees who are working from home. Be sure to test your plan ahead of time with your employees to ensure everything and everyone is prepared.



Visit [pge.com/wildfiresafety](https://www.pge.com/wildfiresafety) for more information about all of our wildfire safety efforts.