Power outages can happen at any time. Prepare your plan today.

Power outages can occur because of extreme weather and high fire danger conditions, natural disasters, storms, earthquakes or other unforeseen events. Ensure that your employees, tenants and customers know what to do during an emergency. **Make it a priority to create an emergency preparedness plan today.**

To learn more about how to prepare for potential outages, please call us at **1 (800) 743-5000.**

**Emergency Preparedness Checklist**

- **Update your contact information**
  To be sure we can contact you in the event of a power outage, including in advance of a Public Safety Power Shutoff (PSPS), visit [pge.com/mywildfirealerts](http://pge.com/mywildfirealerts). [Non-account holders can visit pge.com/pspszipcodealerts](http://pge.com/pspszipcodealerts) to sign-up for PSPS notifications by ZIP Code. Additional information can also be found on [pge.com/weather](http://pge.com/weather).

- **Prepare and practice your emergency plan**
  Make sure everyone at your business knows what to do by practicing your plan several times, including identifying evacuation routes. Please visit [safetyactioncenter.pge.com](http://safetyactioncenter.pge.com) for additional preparedness tips.

- **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 and update an employee roster**
  Make sure you’re able to contact employees during an emergency by creating a roster with employee names, emails and phone numbers. Update it regularly and store a copy digitally or in an alternate location.

- **Identify backup charging methods**
  Consider alternative charging methods such as portable battery packs for phones and other devices. Please visit [pge.com/backuppower](http://pge.com/backuppower) for more information.

- **Keep a hard copy of emergency phone numbers on hand**
  Know who to call in an emergency. Keep a list with emergency contacts posted and readily available. Cell towers may be impacted during a PSPS, so always know where the nearest landline is.

- **Ensure any backup generators are ready to safely operate**
  Make sure you have enough fuel to last for a few days and keep fuel in a safe and well-ventilated place. Please visit [pge.com/backuppower](http://pge.com/backuppower) for more information.

- **Unplug or turn off all appliances during an outage**
  This action can help avoid overloading circuits when the power is restored.

- **Keep refrigerator and freezer doors closed**
  You can also store water-filled plastic containers in your freezer and use them 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.

Visit [pge.com/beprepared](http://pge.com/beprepared) for more information and preparedness tips.
Tech Tips

Follow these tips to help keep your small business running during a power outage:

- **Get a cloud backup and recovery solution**
  Automatic cloud backup and recovery solutions can help protect important documents in case of a power outage.

- **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 be helpful if power is off or systems are down.

- **Have a backup battery for your computer or mobile credit card processor**
  A power outage can happen at any time and could last for days. 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. Please visit pge.com/backuppower for more information.

- **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**
  Take a few minutes to write a step-by-step plan for dealing with power outages, including which practices, systems and technologies you’ll implement. Most importantly, be sure to test your plan ahead of time with your employees to ensure everything and everyone is prepared.

We respect your privacy. Please review our privacy policy for more information.
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