



# Emergencies: Preparing Your Large Facility For Potential Power Outages

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## How can you prepare your business for potential power outages?

Preparing an emergency checklist can help keep you and your employees safe during an emergency. Even as we work every day to improve the safety of our electric system, power outages can happen at any time. For tips to prepare your large facility, please see below. To prepare a small facility, review the Small Facility Emergency Preparedness Checklist at [pge.com/emergencychecklists/biz](https://www.pge.com/emergencychecklists/biz).

### Energy Assessments and Efficiency

- Contact your PG&E Account Manager or Customer Service Center to request an onsite energy audit.** Determine how much energy your facility needs during an extended outage. Contact Agricultural Customer Service at 1-877-311-3276. Contact the Business Customer Service Center at 1-800-468-4743.
- Create an energy efficiency strategy plan.** Increase your facility's resiliency during power outages, reduce electric bills and maximize generator lifespan and fuel supply.
- Keep records of your energy assessments.** Update annually, or if your facility has expanded, and provide PG&E with your updated contact information.

### Consider Backup Generation

- Contact a generator company before an outage occurs.** Research installation times, pricing and your energy requirements. Make sure you get an annual price quote and size recommendation.
- Ensure backup generators are the correct size for your facility.** Keep electricity on, well pumps in operation, refrigerators running and provide power for essential equipment.
- Determine whether to buy or rent a generator.** Consider whether a portable or stationary generator is better for your business. Solar power systems may shut down automatically during a power outage.
- Carefully review generator installation and connection requirements.** Always comply with the manufacturer's safety instructions and keep up with regular maintenance.
- Review state and local air quality district requirements, restrictions and reporting.** Requirements may vary based on location and generator type.
- Consider local fuel availability during power outages and other emergencies.** Determine the number of hours needed to run generators without refueling.
- Keep backup generators and fuel in a safe and secure location.** Avoid running a generator under the rain or in a garage. Do not store fuel indoors.

### Onsite Power Considerations

- Consider an onsite, distributed energy resource or self-generation.** Learn how power generated at or near the point of use with renewable or fossil fuel solutions can reduce or eliminate electric bills and provide a redundant power source for critical infrastructure.
- Review requirements for self-generation.** Learn about safety concerns, trainings, certifications, insurance liabilities, air quality requirements, restrictions, ordinances and necessary permits.
- Assess your primary goals and drivers.** Gather data on your electrical usage, utility rates and monthly and annual charges to set energy reduction goals and save money.
- Research purchase and lease options.** Find the best financial option for your needs.
- Determine if your facility could benefit from energy storage.** Decide if batteries may be able to support operations for multiple hours or days based on size and loads and if you will pair with solar or other generation.
- Safely install and maintain any onsite power sources.** Always comply with the manufacturer's safety instructions and keep up with regular maintenance.

Visit [pge.com/backuppwr](https://www.pge.com/backuppwr) for more information and tips for your business.

## Tech Tips

To help keep your 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 backup batteries for your computer or mobile credit card processors

Having a backup battery, such as an uninterruptible power supply (UPS), for your computers or mobile credit card processors could help keep business operations running or provide enough time to save important files.



### Consider mobile hotspots

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



### 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.



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