



Emergencies: Preparing Your Small 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 small facility, please see below. To prepare a large facility, review the Large Facility Emergency Preparedness Checklist at [pge.com/emergencychecklistlargebiz](https://www.pge.com/emergencychecklistlargebiz).

Emergency Preparedness Checklist

- Update your contact information**
Ensure you can receive outage alerts and emergency information by updating your contact information at [pge.com/mywildfirealerts](https://www.pge.com/mywildfirealerts) or by calling our Business Support Center at 1-800-468-4743. **Non-account holders** can visit [pge.com/addressalerts](https://www.pge.com/addressalerts) to sign up for Public Safety Power Shutoff notifications using a specific address.
- Prepare and practice your emergency plan**
Safety resources, preparedness tips and emergency planning tools are available at [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, facial coverings 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 power outages, 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.
- 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 smoke alarms and replace batteries regularly. 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 www.pge.com/emergencychecklistbiz 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.



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

Corded landline phones can still have service even if cellular networks are unavailable. 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 for more information about how to prepare and stay safe.