

# POWER OUTAGE READINESS CHECKLIST: *SELF-ASSESSMENT*

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## Stay Prepared and Protect Your Business

By implementing Uninterruptible Power Supply (UPS) systems, establishing a shutdown procedure, reviewing insurance, and conducting audits, you can protect your business from the effects of power outages. Contact Platinum Power Systems today to schedule an audit and ensure your company is fully prepared.

***Power Outage Readiness Checklist***, use it at will. Our team developed this checklist that has been proven over years to be a great resource.

This checklist ensures that your business is prepared for power outages and can minimize disruptions when they occur.

### 1. UPS Systems

- ❑ Install UPS systems for all critical equipment.
- ❑ Test UPS systems regularly to ensure functionality.
- ❑ Train staff on proper use and maintenance of UPS systems.

### 2. Power Shutdown Procedure

- ❑ Develop a detailed power shutdown procedure.
- ❑ Distribute the procedure to all relevant employees.
- ❑ Conduct regular drills to ensure everyone is familiar with the procedure.

### 3. Backup Power Solutions

- ❑ Install a reliable diesel generator.
- ❑ Schedule regular maintenance for the generator.
- ❑ Ensure a sufficient fuel supply is available.
- ❑ Train staff on generator operation and safety protocols.

### 4. Insurance Review

- ❑ Review your current insurance policy for coverage on equipment failure due to power outages or brownouts.
- ❑ Ensure coverage includes equipment replacement or repair and business interruption losses.
- ❑ Update your policy as needed to cover all potential risks.

## 5. Preparedness Audits

- ❑ Schedule regular preparedness audits with Platinum Power Systems.
- ❑ Address any vulnerabilities or recommended improvements from the audit.
- ❑ Implement changes and conduct follow-up audits to ensure ongoing readiness.

## 6. Communication Plan

- ❑ Establish a communication plan for notifying employees during a power outage.
- ❑ Ensure contact information for all employees is up-to-date.
- ❑ Designate roles and responsibilities for communication during an outage.

## 7. Safety Measures

- ❑ Install emergency lighting in key areas.
- ❑ Ensure fire safety systems are operational and have backup power.
- ❑ Provide training on safety protocols during power outages.

## 8. Data Protection

- ❑ Regularly back up critical data to an offsite location or cloud service.
- ❑ Ensure data backup systems are protected by UPS.
- ❑ Develop a plan for data recovery in the event of a power outage.

## 9. Equipment Inventory

- ❑ Maintain an up-to-date inventory of all critical equipment.
- ❑ Identify which equipment is most vulnerable to power outages.
- ❑ Ensure critical equipment is connected to UPS systems.

## 10. Emergency Contacts

- ❑ Keep a list of emergency contacts, including utility providers and maintenance services.
- ❑ Ensure contact information is easily accessible to all employees.

## 11. Training and Education

- ❑ Provide regular training sessions on power outage preparedness.
- ❑ Educate employees on the importance of following procedures and protocols.
- ❑ Keep training materials updated and accessible.

***By following this checklist, you can ensure that your business is well-prepared for power outages and can maintain operations with minimal disruption.***