

EMERGENCY PREPAREDNESS: OUTAGES AND BLACKOUTS

#	ISSUE	SAFETY TIPS
1.	LOCATION OF EMPLOYEES	Each department or tenant should assess where employees should relocate, or whether employees should stay put, if a blackout occurs. Generally, areas with the most natural light are best. It is State policy that employees remain at work to ensure their safety. If the building is experiencing a power outage, it is likely that the immediate area around the building has also; relocating to areas outside of the building could be less desirable. Remember that rolling blackouts are intended to be temporary situations, lasting roughly 1 hour and fifteen minutes.
2.	ACCESSIBILITY	Plan for accommodating employees who have limited mobility to ensure they will be able to safely move about or exit the building in the event of a blackout. This may include allowing them to leave early to avoid the risk associated with exiting the facility during a blackout, or relocating their workspace to an area where such risk can be avoided.
3.	BACKUP GENERATION	Building Manager or BSO shall ensure that any backup generator sources (e.g., UPS, electrical emergency generators) are tested and readily available to power critical life-safety functions of the building. In the case of battery-operated devices, batteries should be checked and fully charged; in the case of diesel generators, tanks should be topped off and testing scheduled. Back-up radios should also be tested.
4.	ELECTRICAL OUTAGE CONTACT LISTS	The Building Manager/BSO/Facility Manager and Agency Secretaries/ Department Directors should ensure that their phone trees are current and that a complete and continuously updated list of emergency contacts and people who regularly work after normal business hours is distributed, as appropriate.
5.	BUILDING SECURITY	Each agency and department needs to ensure the local number of the appropriate law enforcement agency is readily available to staff, to assist, if necessary, during a rotating outage and when power is restored or to report on conditions and the safety of employees. Security plans should also include provisions for the safety of employees who are responsible for handling cash in public areas, as well as plans for securing the cash.
6.	ELECTRICAL OUTAGE SUPPLIES	Supply areas should be fully stocked and the room locations published and accessible to staffs who require access. Recommended supplies include flashlights, battery powered radios, extra batteries, warm blankets, and some drinking water. If these supplies currently are stocked, their expiration dates should be checked.
7.	24-7 OPERATIONS	Special considerations may be required for State operations that run 24 hours a day, 7 days a week. Building Managers and BSOs should ensure that this notice goes to all tenants and staff.