

POWER FAILURE IN THE EVENT THAT YOUR FACILITY LOSES ELECTRICITY

1. Provide flashlights to as many employees as possible, especially managers and supervisors
2. Check for trapped employees or guests in all areas, especially elevators or rooms with sealed doors such as vaults and freezers
3. If the outage affects neighboring buildings as well, call the power company and ask when you can expect service to return
4. Attempt to conduct business as usual as safely as possible until power returns; If your facility is frequented by the public, consider closing up temporarily

IF ONLY YOUR STRUCTURE IS AFFECTED

1. Conduct a site inspection to determine the cause of the outage, checking for damage to structures and power lines, being mindful of any electrical hazards
2. Shut down all electronic equipment
3. Cover all perishable food items and keep refrigerator and freezer doors closed
4. Call your power company to report the outage
5. Notify your insurer of any damages

NATURAL GAS LEAK

IN THE EVENT OF A NATURAL GAS LEAK (INCLUDING PROPANE)

1. If you smell natural gas, the smell of sulfur or rotten eggs, evacuate your facility and shut off the natural gas valve until the severity of the leak can be determined
2. If you cannot shut the gas off, call 911
3. Contact your natural gas utility for assistance
4. Open doors to promote cross-ventilation
5. Notify district management
6. Allow utility workers to access your facility and conduct any work necessary to seal the leak, staying away unless instructed otherwise
7. Secure site and limit access to facilities as needed
8. Return to the site only when it has been deemed safe to do so by the proper emergency or utility authorities
9. Ask the utility if there was any external reason for the leak, such as subsidence or external structural damage.

CAUTION: While you can turn off your natural gas valve, a qualified professional must turn it back on. NEVER attempt to do this on your own.

BROKEN PIPES

IF A WATER PIPE LEAKS OR BURSTS WITHIN YOUR FACILITY

1. Immediately locate and deactivate the main water valve, you can deal with water clean up once the pipe stops leaking
2. Determine if the problem is with domestic or fire suppression pipes
3. Contact a general contractor or water utility for assistance
4. Clean up the water, paying extra care near all electrical hazards, careful not to further

damage anything that was not originally damaged

5. Push water out of the building or down drains with brooms or scrubbers, be careful not to slip and fall

6. Make sure to keep all broken pipes and fixtures for insurance purposes, only destroying them if instructed to by the insurance company

7. Document all losses as indicated by your insurer, including photographs, expenses, and damaged articles

8. If you called a utility or contractor, ask if there was any external reason for the leak, such as subsidence or external structural damage other than standard wear and cold weather