

Extreme Winter Weather and Power Outage Checklist

In the event of extreme winter weather, a power outage, or both, great plans account for:

1. Employee Safety

Surge safety:

- To protect employees from electricity surges, unplug all electronics during a power outage.

Emergency supplies:

- If employees are caught in the office during a power outage, they should know how to access supplies: flashlights, batteries, water, food, and a medical kit.

Communication plans:

- Have a contingency plan for **sending and receiving information** during an outage: for instance, text alerts or an employee phone tree.
- In the event that employees go home, make it clear that they should **confirm their safety** as soon as possible.
- If employees need to **work from home** in extreme winter weather, give them plenty notice to prepare. Stay ahead of storm warnings; 24 hours notice is ideal.

2. Business Continuity

Protecting key work:

- Back up important data** and files onto hard drives to prepare for power outages.
- If employees can work online from home, introduce a **central protected resource** to access and share work remotely.

Communicating remotely:

- Set a **client communication plan** to prepare for the possibility of an outage affecting work timelines or key services you provide.
- Set a **work-from-home protocol** that sets expectations and includes team progress check-ins.

For more resources on preparing for extreme winter weather and power outages, go to www.ready.gov/winter-weather and www.ready.gov/power-outages.