



# POWER OUTAGES

Power outages can be stressful and cost districts time and money to restore. Taking a few simple steps before or after an outage can help get your district back on track quickly.

## TAKE PRECAUTIONS TO AVOID LOSSES

- Utilize uninterruptible power supply devices, like UPS systems, surge protectors, and lightning arresters
- Safeguard low-lying areas served by pumps, such as sewer ejector pumps and HVAC condensate pumps
- Power down all equipment and appliances to protect from potential power surges
- Disconnect or turn off all equipment each evening before leaving the building

## PREPARE SYSTEMS IN CASE OF EMERGENCY

- Establish relationships with several electricians and determine your power demands ahead of time
- Regularly test and maintain on-site generators
- Ensure alarm and security systems have battery backup
- Ensure servers are programmed for proper auto-shutdown during power loss
- Backup data regularly
- Plan for occasional power loss even with a generator
- Establish at least one stand-by fuel provider, even if you own a generator

## TAKE ACTION AFTER AN OUTAGE

- Prioritize your power needs; do not neglect critical equipment such as sewer ejector pumps, HVAC units, servers and pumps that provide protection from flooding
- Never connect a generator to any electrical system until prior steps have been taken to ensure safe connection
- Report equipment damage to insurer immediately to preserve evidence of lightning damage or power outage needed to support your claim

*This document provides information of a general nature. It is not intended to be fully comprehensive, nor to provide legal advice or opinions relative to specific facts, matters, situations or issues. A member school district is encouraged to seek legal advice for their specific purposes.*