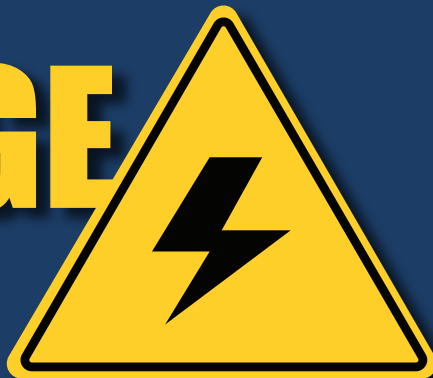


POWER OUTAGE SAFETY TIPS



Power outages can be rather inconvenient. When the power goes out at work, everyday work items may become hazardous. Follow these tips to stay safe at work:

- Keep calm! Do not panic.
- Bring all staff (and customers, if applicable) to a central location with natural lighting.
- Do not use candles as a light source if possible. If candles are your only option, make sure they are not left unattended and are not lit near any ignition sources.
- Call your utility provider and report the outage. If you are in immediate danger, call 911.
- Turn off all tools, appliances, and electronic equipment to prevent a power surge when the electricity is restored.
- Watch your step as you move about. Emergency lighting should guide your way to the exit.
- For those working with food, limit the opening and closing of fridges and freezers.
- Do not use the elevator. If you are in an elevator, follow the directions posted in the elevator for emergencies.
- Follow established protocol as laid out in emergency policies and procedures.