**Power Outage Response Plan**

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The following checklists provide activities to perform in the event of a partial or total loss of power to an organization. Include these activities with existing incident response plans or use the lists as part of a power outage-specific response plan.

# Event: Power outage occurs, necessitating evacuation

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| **** | **Activity** | **Responsible Party** | **Action(s) Taken** |
| □ | 1. Contact employees |  |  |
| □ | 2. Determine that employees are safe and unhurt |  |  |
| □ | 3. Check for lighting in internal rooms/offices |  |  |
| □ | 4. Check for lighting in bathrooms |  |  |
| □ | 5. Check for lighting in storage areas |  |  |
| □ | 6. Check for lighting in common areas |  |  |
| □ | 7. Contact building management |  |  |
| □ | 8. Contact electricians and/or internal facilities staff |  |  |
| □ | 9. Contact electric company |  |  |
| □ | 10. Determine extent of outage |  |  |
| □ | 11. Determine if evacuation is needed |  |  |
| □ | 12. Check that emergency power systems are activated |  |  |
| □ | 13. If possible, initiate backups of data and systems |  |  |
| □ | 14. Ensure that emergency office lighting is working |  |  |
| □ | 15. Ensure that emergency lighting in stairwells is working |  |  |
| □ | 16. Commence employee evacuation |  |  |
| □ | 17. Account for all employees at outside meeting areas |  |  |
| □ | 18. If necessary, contact emergency services for injured employees |  |  |
| □ | 19. Review status of outage with appropriate entities |  |  |
| □ | 20. Decide if employees will work from home |  |  |
| □ | 21. Decide if employees will work at another office/location |  |  |
| □ | 22. Determine what level of work can be performed |  |  |
| □ | 23. Execute employee activities as determined |  |  |
| □ | 24. Communicate status of the event to other offices, senior management and stakeholders as needed |  |  |
| □ | 25. Communicate regularly with employees on status of the event |  |  |

**Event: Power outage occurs that does not necessitate evacuation**

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| **** | **Activity** | **Responsible Party** | **Action(s) Taken** |
| □ | 1. Perform steps 1-11 above |  |  |
| □ | 2. Determine evacuation is not needed |  |  |
| □ | 3. Inform employees that they can return to work when power returns |  |  |
| □ | 5. Check that emergency power systems are activated |  |  |
| □ | 6. Ensure that emergency office lighting is working |  |  |
| □ | 5. Check status of systems and data, backup and recover as needed |  |  |
| □ | 6. Notify other offices |  |  |
| □ | 7. Notify senior management not working in affected office |  |  |
| □ | 8. Notify stakeholders |  |  |
| □ | 9. Check with building management, facilities management, and utility companies on operational status |  |  |
| □ | 10. Determine how quickly operations can be resumed once employees are back at their work areas safely |  |  |
| □ | 11. Communicate regularly with employees on status of the event |  |  |
| □ | 12. Commence recovery of business activities |  |  |
| □ | 13. Perform a post-event review and prepare an after- action report to senior management on the event |  |  |