

Procedures during a Winter Storm

➤ ***Immediate Actions:***

- Make sure employees and on-site customers/guests are accounted for and safe.
- Keep names and phone numbers of your electrician, heating contractor, plumber, fire department, and building owner easily accessible.
- Shut down all non-critical and nonessential electrical equipment.

➤ ***Ongoing Actions:***

- Continue ensuring employee and customer safety.
- Keep driveways, walkways, doorways and roof access points clear of snow and ice.
- Constantly monitor any boilers or other critical equipment that must remain on line.
- Be mindful of indoor safety. If backup power supplies are needed, do not use an electric generator indoors, inside a garage or near building air intakes because of the risk of carbon monoxide poisoning.
- Do not store gasoline indoors – fumes could ignite.
- Use individual heavy-duty, outdoor-rated cords to plug in other appliances.
- Patrol the property when safe to do so and watch for pipe breakage, fire or structural damage.
- During power failure, turn off electrical switches to prevent reenergizing of equipment until necessary checks are completed.
- Stay informed. Listen to local news and weather channels for situation developments and road closures.

➤ ***Use the following checklists: [Freeze-Ups Checklist: During the Cold Weather Season](#), [Snow Loads Checklist: During the Cold Weather Season](#)***