

POWER OUTAGE CHECKLIST

Hawaiian Electric is committed to providing safe and reliable energy. Please take a moment to review this checklist to help ensure your preparedness in case of a power outage.



Hawaiian
Electric

Preparations to make before an Outage.

KNOW YOUR BUILDING

- ❑ Identify the location of your meter room and electrical service entrance.
 - ✓ *Make sure you have access to your meter room*
- ❑ If you have more than one electric meter, identify which meter serves each part of your building and the pieces of equipment that are connected to each meter.
- ❑ If your meter room doesn't have an emergency lighting system, consider installing one:
 - ✓ *Keep a portable lamp or flashlight, along with fresh batteries, in the meter room so you can see your equipment if the power goes out.*
- ❑ If your building has fuses, know the location and ratings, keep two sets of spares in reserve in case a fuse blows.

KNOW YOUR EQUIPMENT

- ❑ Post an electrical one-line diagram in the meter room to help the people to restore power.
- ❑ Prepare a list of the equipment that will need to be reset after an outage.

TAKE STEPS TO PREPARE

- ❑ Have someone on site or on-call who is qualified to work on electrical equipment.
- ❑ Install surge protection devices to protect sensitive electronic equipment.
- ❑ Develop a list of emergency phone numbers:
 - ✓ *Include suppliers, electricians, contractors, elevator services, computer services, managers at your facility, and Hawaiian Electric contact number.*
 - ✓ *Post the list in the meter room and in other strategic locations for quick access when needed.*
 - ✓ *Make sure all key personnel have cellular phones, and that everyone has a list of the phone numbers.*
 - ✓ *Have a qualified electrician test the breakers to make sure they work and are not likely to break when repeatedly opened and closed.*

PREPARE YOUR EMPLOYEES

- ❑ Educate employees on what to do if an outage occurs, include information on:
 - ✓ *Shutdown procedures for elevators, air conditioning/refrigeration equipment, alarm systems, PV Systems, and other critical equipment or systems.*
 - ✓ *Provide portable lamps or flashlights to each department for use if the power goes out.*

CHECK YOUR BACK-UP SYSTEMS

- ❑ If you have a back-up generator, know its make, capacity, and delivery voltage.

CHECK YOUR BACK-UP SYSTEMS (Cont'd)

- ❑ If you don't have back-up generation, know where you can rent a portable generator if you need one and how to install and operate it.
- ❑ Check that all critical loads, including elevators and emergency lighting, are connected to your back-up generator.
- ❑ Test your back-up generator each month:
 - ✓ *Check the generator under load conditions to make sure it works.*
 - ✓ *Include the switch gear and transfer switch in test.*
- ❑ Know how much fuel you have stored in your generator, and how long it will last during an outage:
 - ✓ *Establish quick fuel delivery arrangements in case you run out of fuel.*
 - ✓ *Install a fuel inhibitor (gasoline and diesel fuels), and plan to use or replace this fuel at least once a year.*
- ❑ Test your back-up battery systems (Uninterruptible Power Supply (UPS), emergency lighting, phone, security, fire protection, etc.) each year.
- ❑ If you have a backup UPS system, know its back-up capacity (in minutes):
- ❑ Update this information as you add/remove equipment.
- ❑ Develop a plan for the orderly shutdown of equipment before the capacity limit is reached.

STEPS TO TAKE WHILE THE POWER IS OFF

- ❑ Check your circuit breakers or fuses to make sure that the outage is not being caused by equipment problems at your facility.
- ❑ Check to make sure all employees are safe:
 - ✓ *Check your elevators, equipment, and the facility in general for situations that may need immediate attention.*
- ❑ If you are using back-up generation, make sure the transfer switch is properly isolated from your generator load and that no power is feeding back into Hawaiian Electric's system:
 - ✓ *Consider shutting off unnecessary equipment to conserve fuel.*
- ❑ Turn off major pieces of equipment not connected to your back-up generator:
 - ✓ *Leave a few lights on in visible areas so you know your power is restored.*
- ❑ Go to the meter room and shut off the circuit breakers to the major pieces of equipment. This will help avoid power surges, and possible damage to your equipment, when the power is restored:
 - ✓ *Be sure to leave the breakers on that control the lights to alert you when power is restored.*
- ❑ Contact the companies that service your air conditioning systems, alarm, and communications equipment for information or specific instructions.