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## Power Failure Checklist

Mark with a Y or N to indicate if the requirements are met or not.

- Set up your generators to automatically takeover critical equipment such as phones, lobby lighting and refrigerators as soon as power fails if possible.
- Communicate with the utility so they can inform you of progress and of planned outages.
- Inform guests where they can go within the hotel in case of a power outage. Have a plan in place for when they get there.
- Managers should know the number of guests and what rooms are currently occupied.
- Have radio communication throughout the hotel that does not rely on power, so you can communicate with staff.
- Check all elevators for possible stranded guests. Emergency phones should still work to let you know if they are stranded.
- Kitchen staff should shut down all electrical appliances to minimize surges when the power is restored.
- Freezers and coolers should be closed and secured. Hourly temperature should be taken and recorded until power is restored.
- Periodically check all rooms for persons who ignored or did not hear the knock before.
- If any guest may need emergency services, have plans to contact necessary authorities.