

## Power Outage Incident Tasks

In the event of a prolonged power outage, perform the following tasks.

Task	Responsibility for Task Completion	Task Completed By:
1. Upon detection of a power outage that has affected any IT systems: <ul style="list-style-type: none"><li>o Ensure that the UPS and/or backup power generator supply has been activated; AND</li><li>o Ensure that Facilities are continuously topping up backup power generators.</li></ul>		
2. Attend the Crisis Management meeting and: <ul style="list-style-type: none"><li>o Liaise with Facilities to get an estimate of the duration of the power outage; AND</li><li>o Determine whether there are any non critical systems that can be shut down to minimize the usage of backup power supply.</li></ul>		
3. Upon resumption of mains power, confirm that all systems have been switched back to mains power supply.		