

# Contingency planning checklist

The five steps for crisis prevention

## ☐ 1. Assess

Go through your entire site.

ASK YOURSELF:

- What if it floods?
- What if the control center loses power?
- What if there is a fire?

Keep asking questions until you have identified all potential crisis points.

## ☐ 2. Plan

A problem can arise at any point.

Consider voltage, peak power loads, connection points and temporary utilities.

ASK YOURSELF:

- Is the space fit for purpose?
- Will the temperature be ok?
- Do we have viable power options?

## ☐ 3. Test and drill

Have a trial run.

See if everything is working as it should be when you switch to the substation.

If something is not right - adjust your plan.



## ☐ 4. Assign

Is everyone clear on their role?

- Whose job is it to handle fuel?
- Who is at hand to fix anything that goes wrong?
- Who will be tracking the plan?



## ☐ 5. Document

Write down your plan and make it accessible to everyone.

Keep it in a place that is easy to get to when a situation arises.

Note any changes and adjustments to keep it up-to-date.



# Stay safe!

It is imperative to follow all safety procedures, even in an emergency.  
Include safety risks in your planning.



ASSESS



PLAN



TEST



ASSIGN



DOCUMENT