

# How to Shut Off Utilities in an Emergency

Here are some tips, in the event that you need to power down utilities after a natural disaster or an emergency situation.



## HOW TO SHUT OFF NATURAL GAS

Natural gas leaks can be dangerous, so it's important that several employees know how to shut off natural gas in an emergency. Of course, different locations have different gas meter configurations, and, therefore, the shut-off procedures vary slightly.

It might even be a good idea to post instructions somewhere near the meter. If at any point, though, you smell gas or hear a hissing noise,

## HOW TO SHUT OFF WATER

Locating the main shut-off valve in advance of an emergency is important. Once you've identified the main water shut-off valve, make sure the several employees at your organization know where it is, and how to turn it off. To help prevent any possible confusion, consider labeling the water valve with a colored identification tab.

## HOW TO SHUT OFF ELECTRICITY

Be sure that several employees at your organization know where the main shut off circuit box is located, well in advance of an emergency.

Typically, to turn off the electricity, you simply flip the "main" circuit breaker located inside the electrical panel (usually at the top). In our case the shut off is on the side of the main panel that does not have to be opened to shut off the power.

Knowing how to locate and turn off the utilities in your work place well in advance of an emergency is a good step toward disaster preparedness. (You should also have a plan on [how to get by](#) without utility service.) And while these tips can't do anything to prevent natural disasters or emergencies, they may help prevent them from getting worse.