

# ELECTRICITY SHUT-OFF

First, locate all of the building electrical panels. Note: There may be more than one.

The building may be equipped with fuses or circuit breakers. If there are fuses, you will find a knife switch-handle or pullout fuse that should be marked "MAIN." If there are circuit breakers, you may need to open the metal door of the breaker box to reveal the circuit breakers (never remove the metal cover).

The main circuit breaker should be clearly marked showing on and off positions. **Remove all the small fuses or turn off all the small breakers first, then shut off the "main."** If you have any sub-panels adjacent to the main fuse or breaker panel or in other parts of the building, in an emergency, be safe and shut them off too. Shorts can sometimes develop that cause a circuit to bypass the breaker or fuse.

Note: All responsible staff members should be shown how to turn off utilities in case of emergency. They need to know what the utilities look like in both "on" and "off" positions.

