



Santa Cruz Consolidated Emergency Communications Center

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FIRE
POLICE
MEDICAL




Scotty A. Douglass
General Manager

COMMUNICATIONS OPERATIONS POLICY/PROCEDURE

Policy No. 7740	Date Issued:	December 14, 2009
7000 – Operations Policies -		
Section: Miscellaneous	Date Revised:	
Accreditation Standards: CALEA 6.4.2		

SUBJECT: BACKUP GENERATOR

APPROVED:



Scotty A. Douglass, General Manager

1.0 Purpose

- 1.1 Establish procedures to ensure operational readiness of the alternative source of electrical power.
- 1.2 The General Manager shall assign an Authority employee as the person responsible for the backup generator and associated testing of such.

2.0 Security/Safety

- 2.1 The generator and associated fuel tank is located within a fenced and secured area. The fence gate shall remain locked any time generator access is not taking place. Access to the generator is limited to authorized personnel only. Due to the storage of diesel fuel, no smoking or other ignition source is permitted within the perimeter area.

3.0 Inspection

- 3.1 At least monthly, the generator shall be visually inspected by conducting a “walk around” of the generator area. During this inspection, the generator and fuel tank should be checked for any visual fluid leaks or spills and any safety hazards. The locked generator panels shall be opened so that inspection of all fittings, hoses, and wires/cable can be completed.

4.0 Testing/Annual Preventative Maintenance

4.1 After completing the visual inspection (section 3.0, above) the generator shall be run and tested under load. Prior to testing, all on-duty Authority personnel shall be notified fifteen minutes prior to the test beginning. Whereas emergency equipment in the facility is protected by the Uninterrupted Power Supply (UPS), non-emergency equipment will experience a brief power interruption. To activate the generator test, enter the Electrical Room and depress and hold the “PUSH TO START-HOLD FOR TRANSFER” button on the panel until the red light illuminates indicating the system is on alternative power. This will activate and test the UPS alarm located on the dispatch floor. This alarm should be silenced while the test is occurring. During the test, the generator will run under full load for 15 minutes, after which the load will be automatically transferred back to line power, again activating the UPS alarm. The generator will continue running (without load) for a pre-programmed time of 15 minutes to allow for cool down.

4.2 At least annually the Authority will contract with a professional generator/diesel maintenance organization to perform preventative maintenance on the generator.

5.0 Documentation

5.1 During each monthly test the “Generator Log” shall be updated to include the date of test, current HOBBS meter time, beginning fuel level, ending fuel level, and name of employee completing the test/inspection.

6.0 Fuel Tank

6.1 The generator fuel tank has a capacity of 1,000 gallons. Any time the fuel tank falls below 300 gallons, the responsible Authority employee will make arrangements for a fuel delivery.