

City of St. Louis Department of Public Safety/Division of Corrections  
**POLICY & PROCEDURES**

<b>CHAPTER:</b>	2	Physical Plant	<b>2. 4. 3</b>
<b>SECTION:</b>	4	Maintenance/Janitorial	<b>EFFECTIVE DATE: 7 / 21 / 2020</b>
<b>SUBJECT:</b>	3	<b>Emergency Equipment Testing</b>	
<b>STANDARDS: ACA 4 – ADLF – 1C-15</b>			
<b>APPROVED:</b>  _____			<b>REVIEW DATE:</b> 7 / 21 / 20
<b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 2.4.3 dated 8/13/03 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to test all its emergency equipment and power systems at least quarterly.

**II. RESPONSIBILITIES**

All Divisional Maintenance staff are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

**A. General Information**

1. The Divisional emergency equipment consists of the emergency generators and emergency lighting fixtures.
2. The power generators are diesel powered, designed to run for a period of 48-72 hours on one 8,000 gallon tank of diesel fuel. The generator is designed to power the egress lighting, security systems/controls and telephones.

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**B. Emergency Generator Testing (Quarterly)**

1. The Facility Maintenance Manager and/or the Maintenance Supervisor in each facility will conduct or will arrange to have a qualified individual conduct a quarterly test of the emergency generator by having the generators and all of its systems operated, but will not be switched over to power the facility as would automatically happen in the event of a power failure.
2. The fuel tank level of the emergency generators will be checked to ensure it is at the fill-up level, and records it.
3. If the fuel tank is below the fill-up level, the observation will be documented and the Facility Maintenance Manager or the Maintenance Supervisor arranges for fuel to be added through a Purchase Order Request to the Business office or other authorized means (See Policy #1.2.8: Procurement).
4. The Facility Maintenance Manager or the Maintenance Supervisor will document the testing on the Emergency Generator Test report Form and in the appropriate computer data system.
5. If a problem with the emergency equipment is detected, the Facility Maintenance Manager or the Maintenance Supervisor arranges for repairs. (See Policy #2.4.2: Routine and Emergency Repairs).

**C. Emergency Generator Testing (Bi-Annually)**

1. The Facility Maintenance Manager or the Maintenance Supervisor will conduct or will arrange for a qualified person to conduct a bi-annual test of the emergency generator, under a full building load, or simulated power outage, for a period of thirty minutes.
2. The Facility Maintenance Manager or the Maintenance Supervisor will document the testing on the Emergency Generator Test report Form and in the appropriate computer data base; and indicate the test is a bi-annual load test.
3. If a problem with the emergency equipment is detected, the Facility Maintenance Manager or the Maintenance Supervisor arranges for repairs. (See Policy #2.4.2: Routine and Emergency Repairs).

**D. Emergency Lighting Testing (Quarterly)**

1. The Facility Maintenance Manager or the Maintenance Supervisor will conduct or arrange for a qualified person to conduct a test of the emergency lighting system at time the emergency generator test is being conducted.

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2. If the lights show defect or do not come on, the person conducting the test determines the cause and is documented. The Facility Maintenance Manager or the Maintenance Supervisor arranges for repairs. (See Policy #2.4.2: Routine and Emergency Repairs).