

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.2.5
SECTION:	2	Safety and Emergency Procedures	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	5	Emergency Power Generators	
STANDARDS: ACA – 4 – ALDF: 1C-12, 1C-15			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.2.5 dated 6/3/13 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to maintain emergency power generator in the facilities, which sustains essential lights, power, and communications systems during regular power outage.

II. RESPONSIBILITIES

All Division of Corrections maintenance staff and contracted staff are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. At the City Justice Center (CJC) the emergency power generator is located on the sixth floor.
2. At MSI, the Emergency Power Generator is located on the roof top of the Administrative office area.

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3. The generator is fueled from an internal 8,000 gallon capacity tank which contains diesel fuel.
4. In the event of a loss of service utility power, the generator operates to deliver power to emergency lighting, doors, elevators, fire alarms, communication telephones, data systems, air circulation, cameras and essential jail operations. At full capacity, the generator will produce power for approximately 72 hours.
5. The emergency generator has a fuel gauge that is utilized to measure quantity.
6. There is an uninterruptible power source (UPS) for short term power supply to essential electronic security systems, elevator lighting, data systems, telephone system and fire safety system.

B. Emergency Power Generator Testing, Inspection and Bi-Annual Maintenance

1. The Maintenance Staff inspects the emergency power generator weekly.
2. The Maintenance Staff tests the emergency power generator quarterly, under a full building load, or simulated power outage, for a period of thirty minutes.
3. Once the quarterly tests are complete, the Maintenance Staff refuels the generator.
4. When a test problem occurs the Maintenance Staff identifies the problem, contacts the appropriate service representative, schedules and supervises the corrective action to repair the problem and re-tests the generator.
5. The Maintenance Staff completes the Generator Checklist, keeps the original, and send one copy to the Maintenance Supervisor who files it in the appropriate folder.
6. The Maintenance Supervisor contacts a vendor, schedules and supervises the bi-annual maintenance inspection of the power generator and supervises any corrective action to repair deficiencies.
7. The Maintenance Supervisor coordinates annual inspections.

C. Refueling

1. In the event of extended operation, the Maintenance Supervisor coordinates the refueling of the fuel storage tank by an independent contractor by contacting the Business Office Manager who issues an emergency purchase order.
2. The Maintenance Supervisor notifies the Master Control Officer of his arrival and obtains the necessary keys. (See 3.1.13 Key Control)

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3. The Maintenance Supervisor stays at the fuel storage tank until the refueling is completed and locks the fuel storage tank.
4. The Maintenance Supervisor notifies the Master Control Officer via intercom or radio that the fueling is complete.
5. The Maintenance Staff returns the key to the Master Control Officer. (See 3.1.13 Key Control)

D. Generator Failure

If the emergency generator fails, the Shift Supervisor or Maintenance Staff initiates repair. (See 2.4.2 Routine and Emergency Repairs)