

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	APRIL 12, 2023
NUMBER:	H.4.L
SUBJECT:	EMERGENCY BACK-UP SYSTEMS

PROCEDURE

I. MAINTENANCE / ENERGY PLANT / GENERATORS

- A. Las Colinas Detention and Reentry Facility (LCDRF) has two emergency generators located in Safety/Security Interests - 7922.000. The emergency generators consist of two diesel engines. Depending on the need, one or both engines will run during a power failure. Detailed information on the emergency generator system is available in the Emergency Operations Manual (EOM).
- B. In the event of a power failure, the emergency generator is programmed to sense the loss of power and to automatically begin providing power to the entire facility.
- C. LCDRF has numerous, uninterruptible power source systems (UPS) to supply power during the short lag time between the loss of power and the generators running at full power. These UPS batteries are constantly being charged as long as LCDRF is receiving power from SDGE or the backup generators. Safety/Security Interests - 7922.000
[REDACTED]
[REDACTED]
[REDACTED]

In addition, the administration building has a UPS located in the Safety/Security Interests - 7922.000
[REDACTED]
- D. The back-up generators and the UPS systems are designed to run off the fuel storage tank. Safety/Security Interests - 7922.000
[REDACTED]
[REDACTED]
- E. Facility maintenance personnel will be contacted whenever a power outage occurs. Maintenance personnel can be contacted via the DGS Help Line at Phone number - 7922.000, if the outage occurs after normal business hours.
- F. The generators are load tested once a month. The unit is required to be tested under full load every year. Maintenance personnel are responsible for testing the unit and maintaining all generator records.

II. EMERGENCY LIGHTING/EMERGENCY POWER

A. **Safety/Security Interests - 7922.000**

B. **Safety/Security Interests - 7922.000**

III. EMERGENCY COMMUNICATION

A. **Safety/Security Interests - 7922.000**

- B. The phone system may also be interrupted during a power failure. LCDRF has two disaster relief phones that have their own power supply for such events. These red phones are located **Safety/Security Interests - 7922.000**

IV. EMERGENCY WATER SUPPLY

- A. The emergency water supply is to be used in cases of extreme emergency in which the water supply to the facility has been eliminated due to natural disaster or other uncontrollable situations. LCDRF's emergency water supply consists of 450 cases of Sparkletts water. Each case contains (24) ½ liter bottles of water. These cases shall be distributed to incarcerated persons in the event of a water supply emergency. The water bottles are located in the LCDRF warehouse. Unauthorized use or tampering with the emergency water is strictly prohibited.

- B. LCDRF has 150 five-gallon water bottles located in the warehouse to be utilized as

drinking water for staff members via the Sparkletts water dispensers.

- C. LCDRF has 36 five-gallon water bottles located in the warehouse to be utilized in the kitchen for general cooking and cleaning.
- D. LCDRF has 36 five-gallon water bottles located in the warehouse to be utilized for sanitation and human waste disposal.

V. DISTRIBUTION OF EMERGENCY WATER

- A. In the event the emergency water supply is needed, the facility commander will give the authorization to distribute. If the order is given, each incarcerated person will be given three (3) ½ liter bottles of water per day. Incarcerated person water will be distributed at mealtimes.
- B. The five-gallon water bottles designated for staff drinking water will be distributed as needed to water dispensers throughout the facility.
- C. Five-gallon water bottles will be distributed as needed to the kitchen for general cooking and cleaning.
- D. Five-gallon water bottles will be delivered as needed to individual housing units for sanitation and human waste disposal.

VI. ROTATION PROCEDURES

- A. The storekeeper is responsible for rotating out 20% of the emergency water on a yearly basis. The storekeeper will work with the administrative deputy to determine where the rotated water will be distributed. The storekeeper will ensure the replacement water has been ordered and received prior to distributing the old water cases. In October of every year, 90 cases of water will be removed in preparation for the new water. The rotated water will be distributed to staff at the discretion of the facility commander. All replacement water will be clearly marked with the date it was placed into the warehouse.
- B. In October of every year, 1/5th of five-gallon bottles in the warehouse will be distributed throughout the facility and replaced with new bottles.
- C. The 36 five-gallon water bottles used for sanitation and human waste disposal will be inspected on a yearly basis to ensure they are in good condition and full.