

<b>DATE:</b>	<b>January 17, 2021</b>
<b>NUMBER:</b>	<b>H.4.V</b>
<b>SUBJECT:</b>	<b>EMERGENCY BACK-UP SYSTEMS</b>

**PROCEDURE**

In event of a power failure, the following equipment will serve as back-up emergency power, communication and emergency water supply. The emergency water supply is to be used in case of extreme emergency in which the water supply to the facility has been eliminated due to natural disaster or other uncontrollable situations.

**I. EMERGENCY GENERATOR**

**A. Type**

Caterpillar diesel, 16 cylinder, 800 kW generator.

**B. Location**

[REDACTED]

**C. Operation/activation**

In the event of a power failure, the emergency generator will automatically turn on. The generator provides for minimum emergency lighting and electricity to all electrically operated doors. During a power failure, [REDACTED] To avoid unnecessary damage to equipment, the Department of General Services should be notified for sheriff's dedicated maintenance personnel to be called out to the facility.

**D. Maintenance/testing**

Maintenance and testing will be done by the maintenance department. The generator will be run a half hour each month and a simulated power failure with the generator under load will be conducted once a month (ALDF Standard 2-5158).

**II. EMERGENCY LIGHTING**

**A. Location**

The emergency lights are located on the ceiling. [REDACTED] There are also approximately 13 battery-powered emergency lights [REDACTED] [REDACTED] the emergency lights are built into the ceiling-mounted lighting fixtures. [REDACTED]

[REDACTED]

B. Operation/activation

The rectangular shaped emergency lights are on at all times with regular power. During a power failure and after a seven-second delay, these lights will come back on along with approximately one out of every ten fluorescent lights. These emergency lights are powered by the emergency generator.

C. Maintenance

The responsibility of maintenance first falls upon the individual deputy. Should a deputy notice an emergency light burned out, report it. These lights are also periodically checked by the maintenance department. During the monthly simulated test on emergency power, the on-duty security sergeant shall tour the facility, note any inoperative emergency lights, and report them to the operations deputy and administrative sergeant via e-mail.

D. Uninterrupted power supplies (U.P.S)

Uninterrupted power supplies for emergency lighting [REDACTED]  
[REDACTED] U.P.S. ensures lighting will not be interrupted in these areas. All other areas may experience loss of lighting for approximately five seconds. Battery lighting serves these areas. This system is activated [REDACTED]  
[REDACTED]  
[REDACTED]

III. EMERGENCY COMMUNICATION

Location/operation

Power out phones

These telephones [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]      [REDACTED]  
[REDACTED]      [REDACTED]

IV. EMERGENCY WATER SUPPLY

A. Location

There are half liter water bottles stored in the kitchen basement. The supply will last for three days for inmates and staff. At each meal inmates will be given a bottle (three bottles a day).

Sworn and professional staff will also be given a bottle of water at each meal. These bottles have a five year storage life.

## B. Maintenance

The facility storekeeper will be responsible for rotating the emergency water and accounting for the water monthly. Twenty percent of the emergency water supply will be rotated on a yearly basis. The replacement water will be replaced during the month of April. The new water will be marked with the next "rotation date." The storekeeper will advise the administrative sergeant when the next order needs to be placed. The existing water will not be rotated and disseminated until the replacement water has arrived.

## C. Operation/Activation

1. The water is calculated to last for three days in case of emergency. The emergency water will not be opened unless the water supply to the facility is interrupted, and the inmates and staff need drinking water.
2. In an instance in which the emergency water supply is needed, the order to begin use will be given by the Watch Commander. The Watch Commander will assign sworn and professional staff necessary to stage water for each housing area and a central distribution point for staff. The kitchen will send soup containers and water to its needed location. The water will be used to prepare necessary meals or satisfy other extreme needs.
3. The consumption of the water will be closely monitored by jail supervisors.
4. Twenty-four 5 gallon water jugs are available for cleaning of the kitchen area and receiving area.
5. The water supply is designed to support jail operations only.