

DATE:	MAY 2, 2022
NUMBER:	H.4
SUBJECT:	EMERGENCY BACK-UP SYSTEMS
RELATED SECTIONS:	H.2

PURPOSE

To establish an effective and uniform procedure for responding to a power failure within a detention facility.

POLICY

In the event of a power failure within any detention facility, the immediate emphasis will be on establishing emergency power utilizing an emergency generator, after which emergency lighting and communications will be established. Emergency power failure procedures will be reviewed annually by the facility fire safety officer and approved by the facility commander.

PROCEDURE

- I. Each detention facility will develop a power failure procedure that will meet the needs of the individual facility (Refer to green sheets). The procedure will include but not be limited to:
 - A. Emergency Generators
 - B. Emergency Lighting
 - C. Emergency Communications
 - D. Emergency Water Supply

- II. To ensure the emergency water is safe to drink, 20% of the stock will be rotated annually. The rotated water may be distributed to staff and/or incarcerated persons for consumption at the facility. Each facility's green sheet shall include the following as it pertains to the storage and rotation of the emergency water supplies:
 - A. Rotation procedures and documentation methods to track the rotation.
 - B. In addition to the drinking water, identify at least 60 gallons of potable or bottled water that will be utilized by the kitchen for general cleaning.
 - C. Identify adequate water supplies necessary for sanitation and human waste disposal.

Additionally, each facility's green sheet shall identify the staff member responsible for ensuring the rotation is completed.

- III. Each facility's Emergency Operations Manual (EOM) will include information concerning emergency generator type, location, operation/activation, emergency lighting, and emergency communications. Copies of the facility EOM will be placed in strategic work locations for use in the event of a power failure.
- IV. All personnel will be required to familiarize themselves with facility power failure procedures prior to their work assignments and to attend scheduled power failure training classes.
- V. The facility commander is directly responsible for ensuring the implementation of this policy.