

POWER FAILURE

STANDARD NO(S):

NYSSA #

DATE:

June 1, 2007

REVISED: 04/22/2011

REFER TO:

Roger O. Ward

Michael Madziarz

I. POLICY:

It is the policy of the Seneca County Correctional Facility to provide the necessary emergency power capabilities to remain operational in the event of a power failure.

Definitions: For the purposes of this policy, the following definitions will apply:

General Power Failure – Those instances when the facility is running on power supplied by the facilities' emergency generator.

Complete Power Failure – Those instances when the facility is totally without power.

II. DETAILS:

A. General Power Failure -

1. The Shift Supervisor will contact the Chief Administrative Officer, Sheriff, Undersheriff, Chief Deputy and the Maintenance Supervisor immediately..
2. The Shift Supervisor, as a precautionary measure, will retrieve the Shift Supervisor's Emergency Key Ring from the safe located in the Correction Sergeant's Office. This measure will allow the Shift Supervisor to effectively perform the procedures involved with the section of this policy labeled Complete Power Failure and those of the section labeled Emergency Key Operations of the policy entitled "Key Control" should the need arise.

B. Complete Power Failure –

1. The Shift Supervisor will contact the Chief Administrative Officer, Sheriff, Undersheriff, Chief Deputy, and the Maintenance Supervisor immediately.
2. All activities and inmate movement will cease.

3. The Shift Supervisor, using the Shift Supervisor's Emergency Key Ring acquired in step 2 of the General Power Failure section above, will obtain one Emergency Key Ring set and distribute keys according to the procedures defined in the Complete Power Failure section of the policy entitled "Key Control".
4. If necessary, the Shift Supervisor will call in as much extra staff as needed to work the situation.
5. Officers will follow all guidelines that pertain to the situation under the procedures as outlined in the "Key Control", "Evacuation Plan" and "Incident Reports" policies.
6. The facility will return to normal operations when conditions permit.

C. Emergency Generator –

1. The Maintenance Supervisor will ensure that emergency generators are tested weekly for effectiveness according to established schedules and repair them as necessary.
2. The Maintenance Supervisor will maintain records of results of generator tests including the date, time, and other pertinent information.
3. Prior to conducting test of emergency generator, maintenance personnel will notify the Shift Supervisor.
4. In the event the emergency generator does not operate properly during a test, the Maintenance Supervisor will immediately notify the Chief Administrative Officer.