UPS Alarm Response

# References

## Authorization

## Training/Certification

## Equipment/Information

## Policies

## Related Procedures

# Security Considerations

# Determine the cause of the UPS alarm

1. Go to the UPS.

**Important:** Don’t press the EPO button!

1. On the LCD screen, do the following:
   1. Check the current status of the UPS displayed on the Operations/Display panel by identifying which LED is lit.
   2. Alarms might be due to one or more conditions—check for and note all causes.

Enter the status here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* 1. Press the Measurement tab, press Output, and then enter values:

kW\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amps\_\_\_\_\_\_\_\_\_\_\_\_\_

Volts\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Press the Log tab, press Event Log, and enter the events that match the date and time of the alarm here.

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1. If the UPS isn’t running on battery, call the UPS service provider (e.g., CPSI) to determine if the alarm can be corrected.
2. If the UPS is running on battery, complete the following steps and then call the UPS service provider:
   1. Go to the switchboard and ensure the utility or generator breaker is closed.
   2. Check that the UPS input breaker is closed.
   3. If the breaker is tripped, do not close it. Refer to the following:
      * Emergency Operating Procedure PDX2/PDX4 Eaton Switchgear ATC 600 Fail to Transfer
      * Emergency Operating Procedure PDX Square D Switchboard QED2 Transfer Failure
      * Emergency Operating Procedure EOP Generator Fails to Transfer
3. Call the on-call manager again:
   1. Confirm that the manager has called Tech Ops TOS and started a TT.
   2. Inform the manager of the information you entered in step 2.
   3. If Tech Ops TOS has not been notified, contact them at 206-226-2187 to see if there has been any customer impact.
   4. If a TT has not been created, do so immediately.

# Respond to the UPS alarm condition

1. Update the TT with the on-call manager’s directions based on the UPS fault.
2. Update the TT to state that the service vendor has been notified, a technician is on the way, and provide an estimated time of arrival.
3. Unless otherwise instructed, take no further action and wait for the UPS technician to arrive.
4. If the UPS service provider requests you to put the UPS in maintenance bypass, and the on-call manager concurs, do the following:
   1. Perform the standard operating procedure for UPS bypass labeled “Transfer Sequence Instructions” that is posted on the maintenance bypass cabinet.
   2. Update the TT to state that you have transferred to maintenance bypass.

# Support the UPS technician and update status

1. When the UPS service vendor technician arrives on site, notify the on-call manager, and escort the technician to the failed UPS system.
2. Update the TT to track the activities of the technician.
3. Complete an online Emergent CM form.

Corrective actions recommended or taken:

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| **Property** | **Value (replace explanation text with info)** |
| Site Code | DCA |
| Filename | dca\_dceo\_eop\_ups |
| Title | UPS Alarm Response |
| Version number/Date version published | Draft |
| Doc Type | EOP |
| Zone | Region |
| Technical Owner | swilleye@ |
| Technical Writer | beelliot@ |
| Affected Equipment | UPS |
| Sensitivity rating | Amazon Confidential |
| Origin | Commercial version |
| URL | TBD |
| Physical location | TBD |
| Audience | EOT |
| Renewal date | 1/1/15 |
| Special requirements | NA |
| Safety considerations | NA |
| Physical requirements | NA |

## Status

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