



## EMERGENCY POWER OUTAGE PROCEDURES

### First Operator on Premises

**Step 1.** First person on site: Verify Water Reclamation Facility (WRF) has an operator present or on the way to the facility.

**Step 2.** Second person on site, or first water operator (generally the Lead : Water Operator): Verify the WRF has a Plant Operator present. If no operator is present at the plant, notify the Lead Plant Operator. If no response, notify the second Plant Operator. If still no response, notify the District Manager.

**Step 3:** Verify the Lower Reservoir Generator is running. It is a timesaver to note that if the exhaust valve is open on the roof which would signify the generator is running. If so, power underway to the lower reservoir is fairly certain. This will allow the operator to proceed to the next point without stopping.

**Step 4:** Verify that the generator for Lift Station #1 (main lift station) is running. Note the exhaust stack. Operator will be able to hear the generator and possibly even a pump running.

**The <sup>1</sup> Water Reclamation Facility, the <sup>2</sup> Lower Reservoir and the <sup>3</sup> Main Lift Station are priorities. When these three locations are secure, proceed as follows:**

**Step 5:** Verify the Taylor Lift Station #3 generator is running on the way to the Upper Reservoir. You will hear the Taylor generator running; it has a distinctive sound. You may also hear a VDF (Variable Displacement Drive) start up and/or pump. Proceed to the Upper Reservoir.

**Step 6:** Verify the Upper Reservoir generator is running. The power won't necessarily be out at both reservoirs. Verify Upper Reservoir is running on the generator or A.C. If running on A.C, then power is only out in the Lower Reservoir grid. You will hear the generator running at the Upper Reservoir when you pull up to park. Note the exhaust stack, as with any of the generators.



## APPENDIX C

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**Step 7:** Verify that the Fawnwood Lift Station #2 is not at flood stage. This can be from 2 to 4.5 hours. It is prudent to visit Fawnwood at this step and get a visual inspection of the sewer tank level. Note inflows and weather for an idea of how much time you have. Check with the WRF to verify the 3-inch pump at the facility is gassed up and hoses are ready in case you must pump down Fawnwood after considerable power loss time.

**Step 8:** Check the Highway Lift Station #4. This Lift Station can take 4 to 8 hours to flood, depending on usage, time of day, etc., The Highway Lift Station is set up similar to Fawnwood. It has an auxiliary bypass valve. The pumps could be bypassed with the 3-inch trash pump using the same procedure as the Fawnwood pump down.