

EMERGENCY OPERATING PROCEDURE (EOP)

Utility Power Outage – EOP-BLDG01-PWR01

Location ID:	BLDG01	Location:	123 W 1 st Street, City, State
Equipment ID:	N/A	Equipment Location:	N/A
Performed By:	Building Engineer	Required Safety Procedures:	N/A
Required PPE:	N/A	Necessary Tools/Parts:	N/A
EOP ID:	EOP-BLDG01-PWR01	Revision:	0
EOP Owner:	<Insert Name>	Revision Date:	01/23/2014
Referenced Procedures:	Escalation Protocol, EOP-BLDG01-GEN01, EOP-BLDG01-ATS01, EOP-BLDG01-UPS01, EOP-BLDG01-AHU01, MOP-BLDG01-CH01, MOP-BLDG01-BLR01, MOP-BLDG01-CRU01, MOP-BLDG01-CT01		

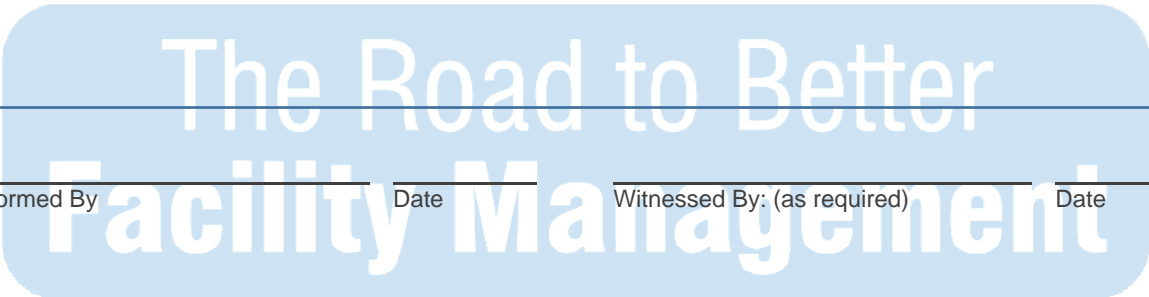
Follow procedure as prescribed. Document and communicate any inconsistencies or abnormalities immediately per established Escalation Protocol. Initial completion of each step as performed.

#	Task	Expected Outcome	Performed By (initials)
1	Verify that generator (GEN01) has started	Generator operating; if not, follow EOP-BLDG01-GEN01	
2	Verify that automatic transfer switch (ATS01) has transferred load to Secondary Power	Amber light illuminated indicating load on Secondary Power; if not perform EOP-BLDG01-ATS01	
3	Contact Security to verify elevators are operational; confirm that Fire and Security Systems are functioning and that emergency lights are lit	Elevators operating on Secondary Power; if not, contact Fire Dept. as necessary and troubleshoot upon completion of this EOP; Follow Safety & Security Protocols	
4	Verify that UPS01 is supporting load	UPS supporting load; if not perform EOP-BLDG01-UPS01; alarm panel indicates temporary loss of utility power	
5	Verify that Data Room CRAC Units are online and room is maintaining temperature	Lead CRAC unit is online; if not perform MOP-BLDG01-CRU01; room temperature is within range, if not follow Escalation Protocol	
6	Verify air handlers AHU01 & AHU02 are operating	AHU01 & AHU02 operating on Secondary Power; if not, perform MOP-BLDG01-AHU01; Note AHU03 & AHU04 will be offline	

7	Verify Chiller is online and supporting load	Chiller is online; if not, perform MOP-BLDG01-CH01; temperatures and pressures are not in alarm on control panel	
8	Verify Cooling Tower is operational	Cooling Tower is operating; if not perform MOP-BLDG01-CT01	
9	Verify Boilers (BLR01 & BLR02) are online	Boilers are online and available as indicated by green LED on control panel; may not be running due to no demand	
10	Verify Kitchen Staff are not using grills, ovens, etc.	No flames should be in use; kitchen hoods are offline	
11	Verify that Kitchen Freezers & Coolers are operating	Freezers & Coolers online & maintaining temperature; if not, Kitchen Staff to monitor & document temperatures	
12	Contact Utility Provider to determine cause of outage and approximate time of restoration	Obtained update from Utility Provider; if outage persists beyond 30 minutes then may have to evacuate areas supported by AHU03 & AHU04	
13	Provide Status Update & Findings per Escalation Protocol	Status reported to on-duty manager/supervisor or superior	
14	Verify Building Controls are online; review alarms for abnormalities; "Acknowledge" outage related alarms	No abnormalities exist; Systems operating as intended on Secondary Power; if not, troubleshoot issues and provide update	
15	Repeat above steps every 15 to 30 minutes, unless directed otherwise by on-duty manager	Updates provided per Escalation Protocol	
16	Upon return of power perform Restoration of Utility Power Procedure (EOP-BLDG01-PWR02)	Utility power must be stable for 15 minutes before ATS01 will transfer back to normal utility power and the generator performs its cooldown and shuts off	

NOTES:

Performed By _____ Date _____ Witnessed By: (as required) _____ Date _____



Instructions for Using This EOP Example:

- Fill out the upper section as completely as is pertinent.
- It is recommended that a location, equipment, and document nomenclature be developed for easier referencing.
- Field copies should be verified to be current approved revision at least annually.
- Procedures should be reviewed annually to confirm their accuracy.
- A document Owner should be identified as the party accountable for updating the procedure and keeping it current.
- Tasks should be listed step-by-step.
- Expected Outcomes should be identified so that abnormalities and issues are identified and to make sure executor of the procedure is not surprised by visible and audible alarms.
- It is recommended that the executor of the procedure initials and possibly timestamps each step to ensure no tasks are skipped.
- Notes section is provided to document abnormalities, inconsistencies and/or deviations.
- For some procedures, it may be necessary to have the steps witnessed by a second party; in such case, there is a signature line to indicate the witness verified the following of procedure by the "Performed By".

Disclaimer – *This document is merely an example and should not be used as an actual procedure. To obtain further information or assistance regarding this procedure, please contact John Rimer at john@fm360consulting.com*

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Facility Management