

<b>TITLE</b> O P E R A T I O N S   M A N U A L	<b>STANDARD</b> <b>INSTRUCTION 06</b>		<b>DEPARTMENT</b> F I R E - R E S C U E
<b>SUBJECT</b> STATION MANAGEMENT: STATION EMERGENCY GENERATORS	<b>SECTION</b> 24	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> 26 December 2017

**I.     PURPOSE**

To provide operations personnel with emergency generator use and maintenance procedures.

**II.    SCOPE**

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

**III.   AUTHORITY**

The fire chief authorizes the information within this policy.

**IV.    POLICY**

**A.     General information**

1.     Because gasoline and diesel fuels deteriorate and will eventually cause damage to the engine, it has been determined that the weekly exercise of emergency generators is necessary.
2.     This weekly exercise of the emergency generator equipment will cycle the fuel and also expose deficiencies in the emergency generator system and station electrical issues.

**B.     Time of Test**

1.     Crews are to verify weekly that the emergency generator automatically turns on and runs for the allotted time.
2.     All station emergency generators shall be tested weekly on Tuesday mornings.
3.     Station emergency generators within 500 feet of a school shall be tested weekly on Saturday mornings.
4.     Testing will be done for 15 minutes between 0750-0805 hours to confirm the readiness of the emergency generator and station alerting system.
5.     The uninterruptable power supply (UPS) will generate an alarm during the emergency generator test and, although this alarm may be annoying, do not unplug or disconnect UPS device during the generator test.
  - a.    UPS devices may be located in different locations in every station.

**C.     Test Log**

1.     Personnel shall log ALL run time of the station emergency generator on the appropriate emergency generator run log. This includes run times during power failures.
2.     The log shall be kept in the immediate vicinity of the emergency generator. At the end of the month the logs are to be filed in the station and kept for three years.

**D.     Refueling Emergency Generators**

1.     It is imperative that emergency generator fuel tanks are maintained at a minimum of  $\frac{3}{4}$  full to ensure stations will be functional during an emergency. Typically, with a full fuel tank, emergency generators will run for 48-72 hours depending upon the unit. In an emergency, stations may be required to be self-sufficient and fuel deliveries may not be immediately possible.

<b>TITLE</b> O P E R A T I O N S   M A N U A L	<b>STANDARD</b> <b>INSTRUCTION 06</b>		<b>DEPARTMENT</b> F I R E - R E S C U E
<b>SUBJECT</b> STATION MANAGEMENT: STATION EMERGENCY GENERATORS	<b>SECTION</b> 24	<b>PAGE</b> 2 of 2	<b>EFFECTIVE DATE</b> 26 December 2017

2. Stations with no above-ground storage tank (AST)/under-ground storage tank (UST):
  - a. Fuel level to be checked weekly.
  - b. Fuel should be topped off as needed monthly with an issued 5-gallon fuel can, and can be filled where the apparatus gets fuel.
  - c. In extreme emergencies contact Logistics to arrange for a refill.
3. Stations with AST/UST and emergency generator is not plumbed to the tank:
  - a. Fuel level to be checked weekly.
  - b. Use AST/UST to top off generator utilizing a 5-gallon fuel can.
  - c. In some cases the current city fuel vendor will top off the emergency generator if it is adjacent to the fuel tank and they are there for a scheduled fuel delivery. Let the city fuel vendor know to top off the emergency generator when order fuel for the AST/UST.
  - d. Do not contact the city fuel vendor just to top off emergency generators.
4. Stations with AST/UST plumbed to the emergency generator:
  - a. Fuel level to be checked weekly.
  - b. Ensure fuel is ordered and tank does not get low.

E. Discrepancies or needed repairs

1. Any discrepancies or needed repairs to be reported to the Facilities Maintenance Officer (FMO).
2. All issues shall be emailed to [SDFDFacilities@sandiego.gov](mailto:SDFDFacilities@sandiego.gov).

Immediate need or repairs should be directed to Metro Zone Emergency Command and Data Center (ECDC) and they will page the appropriate logistics (LOGS) staff.