PURPOSE

This procedure describes the course of action that should be taken when the Dispatch Center experiences an unexpected power failure that will disrupt normal operations.

The normal and efficient operation of the Santa Barbara County Public Safety Dispatch Center requires a continuous supply of electricity to run the various dispatching systems utilized within the center. The potential for loss of electrical power within the Dispatch Center is of critical importance and should be addressed immediately upon the first signs of potential interruption.

CONFIDENTIAL INFORMATION REDACTED:
Dispatch Center Power Failure Procedures

a. Southern California Edison
   b. Generator - maintained by County General Services (Facilities Maintenance)
      i. During business hours call business line
      ii. After hours – use Emergency Cell phone
         iii. Scott Hosking

c. UPS
   i. Facilities Maintenance – during business hours call business line
   ii. Facilities Maintenance – After hours – use Emergency Cell phone
      iii. Ram-Tek (Contracted Maintenance Provider)

d. Systems & Technology
   i. Nemie Holman, S&T Manager
   ii. Jere Short, S&T Supervisor
   iii. Hope Vasquez, CFO

PROCEDURE

*Any reference to the Dispatch Supervisor will refer to the most senior Dispatcher II on duty, in the absence of a Dispatch Supervisor.

TROUBLESHOOTING

1. At the first sign of a potential power fluctuation within the Dispatch Center, immediately ensure that the Center's power systems are functioning properly. This should be accomplished by assigning one of the on-duty dispatchers to check the power systems as outlined below.

   a. Examples of events that may result in implementing power maintenance procedures include:
      • Flickering of lights within the Dispatch Center
      • Emergency lights on the east wall of the Dispatch Floor illuminate (even if only temporarily)
      • Dispatch personnel become aware of reported outages in the general vicinity of the Dispatch Center.

   b. If power fluctuation occurs during darkness hours, the Dispatcher responsible for assessing the power supply should obtain a flashlight from the supply cabinet (where all the pens, batteries, staples, etc. are kept.)

2. Step One: Determine if non-essential lighting and power is available within the Dispatch Center. This can be accomplished by attempting to turn on the overhead lighting within the Dispatch management offices on the south side of the building and/or within the break room/kitchen.

   a. If non-essential lighting/power is available, the Dispatch Center is either operating on SCE or generator power.
b. If non-essential lighting is NOT available or if the emergency lights (east wall of Dispatch Floor) remain illuminated for more than a minute, the Dispatch

3. Step Two: Determine if the backup generator is running. The assigned Dispatcher will need to exit the Dispatch building and walk toward the jail supply yard (see picture above). The generator is loud and it should be readily apparent if it is running as one approaches the fencing that surrounds the supply yard.

a. If it is necessary to enter the supply yard to check the status of the generator, the combination for the lock on the south pedestrian gate into the yard is noted on the Dispatch Center UPS System, Generator or Power Failure Procedures Notification Telephone List.

4. Step Three: Determine if the UPS is providing power to the Dispatch Center, or is experiencing a malfunction. The UPS is located within the radio room on the east side of the Dispatch Center and can be accessed with the same key that opens the front door to the Dispatch Center. See the next picture of the UPS user interface control panel: