



### Emergency Generators and Emergency Battery Lighting Packs

#### Scope

This policy includes all emergency generators and associated lighting and all emergency lighting packs.

#### Purpose

To ensure emergency generators, emergency lighting, exit signs, and emergency lighting packs will work properly when there is a loss of electrical power. When there is a loss of power, exit signs will come on and an adequate amount of light will be available for a period of time enabling residents to exit the building safely. Additionally, the College will maintain compliance with the Uniform Construction Code.

#### Process

1. The College maintains a service contract with a contractor to exercise and under load all emergency generators every six months. The contractor will also perform the maintenance for the generators.
2. The generators are connected to the energy management system which exercises them weekly.
3. When the transfer switch is exercised semi-annually, the emergency lights will be checked for proper operation.
4. Emergency generators exist in the following buildings: Hackman Apartments, Founders Hall, Brinser Hall, Ober Hall, Myer Hall, Schlosser, Thompson Gym, Student Center (Dining Hall and BSC), Chapel, Nicarry, Alpha Hall, Masters Center, and Security.
5. Emergency lighting packs exist in the following buildings: High Library, Zug, Young Center, Quads Common, Alpha, Wenger, and Steinman.
6. The emergency lighting packs will be checked on an annual basis to see that both the lights and batteries work. Batteries will be changed approximately every four years.

#### Responsibilities

1. Contractor
  - a. Conduct preventative maintenance on all generators every six months.
  - b. Fix generators as needed to keep them operating and reliable.
2. Facilities Management
  - a. Check emergency lighting packs annually. Change lights and batteries as needed.
  - b. Check lights connected to emergency generators annually. Change lights as needed.
  - c. Maintain records from the contractor.
  - d. Maintain records of work done in house.

#### Evaluation

The Safety Committee shall be responsible for evaluating this policy annually.

#### Document History

Created: 7/2004

Audited: 7/2005, 7/2007, 8/2008, 8/2009