



### 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. During the first week of every month the battery units and will be checked for proper operation.
2. Emergency generators are scheduled to run weekly through automatic programming. During the first exercise cycle of every month the generators will be physically observed to verify proper functionality during the exercise time. The building emergency lights connected to generator circuits will also be inspected at this time to verify proper functionality.
3. Semi-annually, Elizabethtown College personnel will manually exercise and perform an inspection of each generator and exercise all non-lighting loads that are not automatically transferred each week.
4. Annually (spring time) each generator will be serviced by an outside contractor, who will change and check all fluid levels, gas pressures, and normal wear items. The contractor will also transfer loads as directed by Elizabethtown College.
5. 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.
6. Emergency lighting packs exist in the following buildings: Zug, Young Center, Quads Common, Alpha, Wenger, and Steinman.

#### Responsibilities

1. Contractor
  - a. Conduct preventative maintenance on all generators each year.
  - b. Fix generators as needed to keep them operating and reliable.
2. Facilities Management
  - a. Check emergency lighting packs run down time annually. Change lights and batteries as needed.
  - b. Check lights connected to emergency generators semi-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, 8/2010

Revised: 8/2011, 7/2012, 7/2013