**Office: Environmental Safety, Health and Risk**

**Procedure Contact: Russell Deen**

**Related Policy or Policies: FAD.085**

**Revision History**

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| **Revision Number:** | **Change:** | **Date:** |
| IR | Initial Release | 07/20/2021 |
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1. **Purpose**

To give guidance for operation of backup diesel generators on campus during or after an emergency.

1. **Definitions**

Backup diesel generators are an emergency power source providing emergency power on campus in the event of power loss. The buildings on Southern Oregon University main campus that have backup diesel generators are Lithia Motor Pavilion, Computer Services, Theatre/JPR, Science, Heat Plant, Marion Ady, and Stevenson Union.

**C. Procedures**

Southern Oregon University backup generators vary on size, design and the amount of power delivered. Each backup generator has its own diesel fuel tank that can be refilled from the Heat Plant’s 5000 gallon diesel tank, the tank is refilled by Hays Oil Company 1890 South Pacific Hwy, Medford 541-772-2053. Portable gas cans can be filled at Chevron Ashland 2500 OR-66, Ashland, Oregon.

The generators are inspected annually by Nor-Pac Power Systems 841 Enterprise Dr Unit C, Central Point, 541-624-5924. SOU Utilities maintains the fuel levels and other maintenance as required.

* Lithia Pavilion generator does not power the elevator or HVAC but does operate:

Lighting, specific power outlets.

* Computer Services generator:

Emergency lighting, Server, and telecom power and HVAC for server room.

* Theatre/JPR building generator operates:

Emergency lights and Theatre lighting, JPR main equipment room, Studio room, and HVAC broadcast and equipment room.

* Science building generator operates:

263 Freezer, 263 Refrigerator, HVAC 302, HVAC 303, HVAC 304 and emergency lighting.

* Heat Plant generator powers:

Boilers and Hannon Library emergency lighting.