

MANAGEMENT MEMO

NUMBER:

MM 04-11

SUBJECT:

DATE ISSUED:

MAY 12, 2004**ELECTRICAL EMERGENCY COMMUNICATION SYSTEM**

EXPIRES:

MAY 12, 2005

REFERENCES:

ISSUING AGENCY:

SUPERSEDES MANAGEMENT MEMO 03-14**DEPARTMENT OF
GENERAL SERVICES****About This
Management
Memo**

This Management Memo provides information to state departments about actions to take during electrical emergencies. This memo includes:

- background
- notification
- caution about other sources
- emergency stage classifications
- procedures for each emergency stage
- related memos
- contact information

Background

During periods in which electrical demand puts strains on the electric systems of the state's utilities, the California Independent System Operator (CAISO) may declare an Electrical Emergency. When the CAISO declares an Electrical Emergency, the Department of General Services/Office of Risk and Insurance Management (DGS/ORIM) will notify departments, universities and community colleges and provide appropriate conservation information and actions to be taken as outlined in this DGS Management Memo.

Notification

Notification will be sent from the [DGS Energy Info](#) via E-mail/E-Pager and other means to the "Primary Contacts" (Energy Management Teams) identified and submitted by departments to the DGS/ORIM. "Primary Contacts"¹ should in turn alert personnel under their responsibility as outlined in their internal Electrical Emergency Management Plan (called for by Executive Order D-15-00). The DGS Energy Info notifications may be confirmed at the DGS website <http://www.energy.dgs.ca.gov>. Submit any departmental contact changes via email to DGSEnergyInfo@dgs.ca.gov.

¹ A department's "Primary Contact" list should include Directors, Chief Deputy Directors, Chief Information Officers, Communication Officers, other Technical Staff, Facility Managers, Plant Managers, Energy Managers, Cogeneration Operators, and Third Party Cogeneration Operators. Back-ups and other personnel, based on each department's determination of how to alert and mobilize departmental employees, should also be included.

Caution About Other Sources Electrical Emergency information received from other sources (CAISO, Office of Emergency Services, and local utility representatives) should be carefully examined. Information sent by the DGS/ORIM to departmental “Primary Contacts” should be forwarded in its entirety, without changes, to other staff within their department. If departments, by nature of their operations, need to take additional conservation measures above those outlined by the DGS/ORIM that information should also be communicated.

Emergency Stage Classifications CAISO declarations can be made in progressive steps, depending on the amount of reserve generation available to the California electrical grid. The DGS requires departments to comply, to the fullest extent possible, with all direction provided by the DGS/ORIM at each progressive stage of Electrical Emergency. CAISO Stages are as follows:

Classification/ ISO Notice	Condition/Description
Standard Operations	<ul style="list-style-type: none"> • No energy emergency exits
Stage 1 Emergency	<ul style="list-style-type: none"> • ISO declares a Stage 1 Emergency. • Emergency: Less than minimum required operating reserves forecasted in REAL TIME (operating reserve minimums fluctuate with the load being served and are typically between 6% and 7%). Customers with voluntary interruptible contracts should prepare for potential interruption.
Stage 2 Emergency	<ul style="list-style-type: none"> • ISO declares a Stage 2 Emergency, but does not call on interruptibles (Phase 1). • ISO declares a Stage 2 Emergency and calls on interruptibles and warns of a potential Stage 3 Emergency. (Phase 2). • Emergency: Less than 5% operating reserves forecasted in REAL TIME. An interruption is in effect for voluntary interruptible loads only.
Stage 3 Emergency	<ul style="list-style-type: none"> • ISO declares a Stage 3 Emergency: rotating outages will occur or are occurring. • Emergency: The “spinning reserves” (generation synchronized to the grid and/or ready to go within 10 minutes) portion of the operating reserve total is forecasted to be between 1 ½% and 3% in REAL TIME. All available interruptible load is called for interruption. Firm service customers (customers not on interruptible tariff) will also be called for interruption.
Extended Uncontrolled Outages	<ul style="list-style-type: none"> • Due to loss of system integrity or natural disaster, communication systems may be inoperable. Time to restoration of service unknown.

**Procedures
For Each
Emergency
Stage**

Specific procedures for each stage in an Electrical Emergency are listed on the DGS website <http://www.energy.dgs.ca.gov>.

In preparation of an electrical emergency, state agencies should print a copy of the procedures and place them in departmental Emergency Plans.

All state agencies will follow these procedures to promote better energy management in state facilities.

**Related
Memos**

Department of Personnel Administration

- Employee Leave and Safety during Rolling Blackouts, January 23, 2001
 - Appropriate Attire during Summer Months, May 18, 2001
- <http://www.energy.dgs.ca.gov/OfficialDocuments/default.htm>
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**Contact
Information**

We hope that these recommendations will assist you. It is our goal that these proactive safety measures will ensure the safety of our employees and customers working in State buildings. You are encouraged to work closely with your building manager to ensure effective implementation of these measures. Please direct questions to:

John Ashbee
DGS Emergency Preparedness Manager
(916) 376-1928 Phone
John.Ashbee@dgs.ca.gov

Original signed by Ron Joseph, Interim Director

Signature

Ron Joseph, Interim Director
Department of General Services
