**Emergency Preparedness Guide - Power Outage Planner**

Preparation for natural disasters is a must. By using this emergency preparedness guide for power outages you will be prepared when a storm hits. Don’t wait for the inevitable to happen, plan now and let American Spot Cooling and Power Rental (ASC/APR) help you.

### Determine your Power Requirements....

During an utility outage, you can provide power for your entire facility or for critical loads only. Make sure you know the voltage and amperage you need to get running.

- Production Machinery _______ kW
- Computers and Servers _______ kW
- Process Controls _______ kW
- Plant and Office Lighting _______ kW
- HVAC Systems _______ kW
- Compressed Air Systems _______ kW
- Pumps _______ kW
- Other _______ kW

**Total** _______ kW

### Plan for logistics....

ASC/APR must be able to deliver and park the equipment, so that it is accessible for connecting, operation, servicing, and fueling. Ideally you want a location that is flat and away from building air intakes. Make sure to consult your electrician to identify connection points. Planning considerations should include:

- Environmentally sound location away from drains, work areas, and residences
- Location with adequate surrounding open space, away from traffic, trees, and obstructions
- Level, paved area
- Identification of connection points
- Designated access route for delivery
- Opening for cable access to the building
- Planned route for cable inside the building
- Security fencing

### Identify required accessories....

Your installation may require a variety of accessory equipment. Determine what you need and the quantity.

- Cable
- Switchgear
- Controls
- Transformers
- Quad Boxes
- Load banks
- Distribution Panels
- Fuses
- Spider Boxes
- Circuit Breakers
- Bus bars
- Cable Ramps

### Plan for refueling services....

A reliable fuel supply is essential for emergency operations. Most generators require refueling every 24 hours, while a larger generator may need refueling more often or an external tank. Considerations should include:

- Tank Capacity _____ gal. Generator Fuel Consumption _____ gal./hr. (unit should be able to operate at least 8 hours between refuelings).
- Auxiliary fuel - having an auxiliary fuel tank enables longer runs between refuelings
- Spill Containment - regulations typically require containment equal to the tank capacity
- Credit Approval - prior credit approval from the fuel supplier is essential to keep emergency operations on task

### Conduct a dry run....

If you want your plan to work in a real emergency, you must practice its executions beforehand.

- Estimated amount of time it takes for your emergency power supply to turn on _____ min.
- Verify voltage _____ kW

### Designate emergency personnel....

Make a list of key emergency contacts and vendors. Be sure to include primary contact information and make this list accessible to team members.

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**info@americanspotcooling.com**

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**888-921-4918**
Emergency Preparedness Guide - Temperature Control

Preparation for natural disasters is a must. By using this emergency preparedness guide for temperature control you will be prepared when a storm hits. Don’t wait for the inevitable to happen, plan now and let American Spot Cooling and Power Rental (ASC/APR) help you.

1 Determine the capacity required....

In an emergency you can provide temporary equipment for all your cooling loads or critical loads only. Make sure to know the square footage for comfort cooling or required tonnage for process cooling.

- Computer/Server Rooms _____ kW _____ tons
- Refrigerators/Freezers _____ kW _____ tons
- Process Cooling _____ kW _____ tons
- Office Space HVAC _____ kW _____ tons
- Plant HVAC _____ kW _____ tons
- Other ____________ _____ kW _____ tons

Total _____ kW _____ tons

2 Consider site-specific requirements....

There are a number of factors you will need to consider and discuss including, but not limited to:

- Approximate Length of Rental _____ weeks
- Power Supply _____ kW
- Supply Temperature _____ °F
- Return Temperature _____ °F

3 Identify required accessories....

Your installation may require a variety of accessory equipment. Determine what you need and the quantity.

- Cooling Towers
- Circulation Tanks
- Hoses
- Air Compressors
- Air Handlers
- Ductwork
- Hose Ramps
- Pumps
- Heat exchangers
- Diffusers
- Valves
- Generators
- Hoses
- Hose Ramps
- Valves
- Generators

4 Plan the logistics....

ASC/APR must be able to deliver and place the equipment where they will be easily accessible for connecting, operating, and servicing. Planning considerations should include:

- Environmentally sound location away from drains, work areas, and residences
- Location with adequate surrounding open space, away from traffic, trees, and obstructions
- Level, paved area
- Identification of connection points
- Designated access route for delivery
- Openings for hoses, piping, and ductwork
- Planned route for hoses, piping, and ductwork outside the building

5 Conduct a dry run....

If you want your plan to work in a real emergency, you must practice its executions beforehand.

- Estimated amount of time it takes for your emergency system to turn on _____ min.
- Verify voltage and tonnage _____ kW _____ tons

6 Designate emergency personnel....

Make a list of key emergency contacts and vendors. Be sure to include primary contact information and make this list accessible to team members.

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