



## 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.

### 1 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.

- |  |          |   |          |
|--|----------|---|----------|
| <input type="checkbox"/> Production Machinery      | _____ kW | <input type="checkbox"/> Compressed Air Systems | _____ kW |
| <input type="checkbox"/> Computers and Servers     | _____ kW | <input type="checkbox"/> Pumps                  | _____ kW |
| <input type="checkbox"/> Process Controls          | _____ kW | <input type="checkbox"/> Other _____            | _____ kW |
| <input type="checkbox"/> Plant and Office Lighting | _____ kW | <input type="checkbox"/> _____                  | _____ kW |
| <input type="checkbox"/> HVAC Systems              | _____ kW | <b>Total</b>                                    | _____ kW |

### 2 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:

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

### 3 Identify required accessories....

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

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Cable _____      | <input type="checkbox"/> Transformers _____ | <input type="checkbox"/> Distribution Panels _____ | <input type="checkbox"/> Circuit Breakers _____ |
| <input type="checkbox"/> Switchgear _____ | <input type="checkbox"/> Quad Boxes _____   | <input type="checkbox"/> Fuses _____               | <input type="checkbox"/> Bus bars _____         |
| <input type="checkbox"/> Controls _____   | <input type="checkbox"/> Load banks _____   | <input type="checkbox"/> Spider Boxes _____        | <input type="checkbox"/> Cable Ramps _____      |

### 4 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

### 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 power supply to turn on \_\_\_\_\_ min.
- Verify voltage \_\_\_\_\_ kW

### 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.

Name & Company	Email	Phone Number



# 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.

- |   |        |          |                                      |        |          |
|---|--------|----------|--------------------------------------|--------|----------|
| <input type="checkbox"/> Computer/Server Rooms  | ___ kW | ___ tons | <input type="checkbox"/> Plant HVAC  | ___ kW | ___ tons |
| <input type="checkbox"/> Refrigerators/Freezers | ___ kW | ___ tons | <input type="checkbox"/> Other _____ | ___ kW | ___ tons |
| <input type="checkbox"/> Process Cooling        | ___ kW | ___ tons | <input type="checkbox"/> _____       | ___ kW | ___ tons |
| <input type="checkbox"/> Office Space HVAC      | ___ kW | ___ tons | <b>Total</b>                         | ___ 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:

- |   |           |   |        |
|---|-----------|---|--------|
| <input type="checkbox"/> Approximate Length of Rental | ___ weeks | <input type="checkbox"/> Supply Temperature | ___ °F |
| <input type="checkbox"/> Power Supply                 | ___ kW    | <input type="checkbox"/> Return Temperature | ___ °F |

## 3 Identify required accessories....

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

- |  |     |  |     |                                     |     |  |     |
|--|-----|--|-----|-------------------------------------|-----|--|-----|
| <input type="checkbox"/> Cooling Towers  | ___ | <input type="checkbox"/> Circulation Tanks | ___ | <input type="checkbox"/> Hoses      | ___ | <input type="checkbox"/> Air Compressors | ___ |
| <input type="checkbox"/> Air Handlers    | ___ | <input type="checkbox"/> Ductwork          | ___ | <input type="checkbox"/> Hose Ramps | ___ | <input type="checkbox"/> Pumps           | ___ |
| <input type="checkbox"/> Heat exchangers | ___ | <input type="checkbox"/> Diffusers         | ___ | <input type="checkbox"/> Valves     | ___ | <input type="checkbox"/> 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:

- |  |   |
|--|---|
| <input type="checkbox"/> Environmentally sound location away from drains, work areas, and residences               | <input type="checkbox"/> Identification of connection points                                |
| <input type="checkbox"/> Location with adequate surrounding open space, away from traffic, trees, and obstructions | <input type="checkbox"/> Designated access route for delivery                               |
| <input type="checkbox"/> Level, paved area   | <input type="checkbox"/> Openings for hoses, piping, and ductwork                           |
|  | <input type="checkbox"/> 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.

Name & Company	Email	Phone Number