

# EMERGENCY POWER PLANNING WORKSHEET:

Your PRACTICAL GUIDE to restoring electric power and protecting your business during utility outages.

When the power goes down, you want it back- fast. Preparation for power failure is a must, and a contingency plan is an essential tool. With a solid contingency plan in place, you'll know what to do and whom to call to restore your power as soon as possible, to keep your business functioning and your revenue stream flowing.

This Emergency Power Planner will guide you and your team through the basic steps of building a contingency plan. The checklist format will help you cover the key elements quickly and easily. To fill in the details, consult with an established supplier of rental power generating equipment, supplies and service.

Sooner or later power outages affect everyone. Don't wait for the inevitable to happen. The time to plan is now and Foley, Inc. is ready to assist you.

## Foley Power Systems

ELECTRIC POWER, TEMPERATURE CONTROL & COMPRESSED AIR

New Jersey • Staten Island, NY • Bermuda

(732) 885-3040

[www.foleyinc.com/power](http://www.foleyinc.com/power)



**1 Step 1: DETERMINE YOUR ELECTRICAL LOAD:** In a utility outage, you can provide power for your entire facility, critical loads, or loads you prioritize as crucial to your operation.

<input type="checkbox"/> Production machinery	_____ kW	Pumps	_____ kW
Computers and servers	_____ kW	Other _____	_____ kW
Process controls	_____ kW	_____	_____ kW
Plant and office lighting	_____ kW	_____	_____ kW
Heating, ventilating, air conditioning	_____ kW		
Compressed air systems	_____ kW		
		<b>TOTAL</b>	_____ kW

**2 Step 2: KNOW THE INS AND THE OUTS OF YOUR FACILITY:** Do you have an electrical termination plan to connect the generators? How will you get the cable from the generator sets outside your building to electrical distribution boxes inside? Determine fueling requirements in advanced based on tank capacity.

Environmentally sound location away from drains, work areas and residences  
Location with adequate surrounding open space  
Location away from traffic, trees and obstructions  
Level, paved area for parking

Identification of connection points  
Designated access route for delivery  
Opening for cable access to the building  
Planned route for cable inside the building  
Fuel tank capacity / Auxiliary fuel

### IDENTIFY REQUIRED ANCILLARY EQUIPMENT AND ACCESSORIES:

Cable  
Switchgear  
Controls  
Circuit breakers  
Transformers  
Quad boxes  
Load banks

Bus bars  
Distribution panels  
Fuses  
Outlets  
Spider boxes  
Cable ramps  
Other \_\_\_\_\_

