

COMPREHENSIVE EMERGENCY POWER PLAN

Your Guide to Business Continuity

When the power goes out, productivity goes down, manufacturing efforts are delayed, employees and customers are in danger of injury, and equipment is at risk of being damaged. You can prepare your business for the next power outage by having a Comprehensive Emergency Power Plan that ensures business continuity with a standby generator.

This guide walks through the steps needed to create a Comprehensive Emergency Power Plan. When you are ready to submit your plan, you will be partnered with a local Generac Industrial distributor for a custom solution to keep business running in the event of a power outage.

STEP 1: Determine How Much Power Your Business Needs

Your emergency standby generator must be able to back up all life-safety equipment in the chance of an outage. After that, you can choose what you would like to back up. You can back up your entire facility, or certain critical loads. The following list will help determine your generator size.

☐ Compressed air systems	_____ kW	☐ Pumps	_____ kW
☐ Computers and servers	_____ kW	☐ Other _____	_____ kW
☐ Heating, ventilating, air conditioning	_____ kW	☐ _____	_____ kW
☐ Plant and office lighting	_____ kW	☐ _____	_____ kW
☐ Process controls	_____ kW		
☐ Production machinery	_____ kW		
			TOTAL _____ kW

Skip Steps 2 & 3 if you do not need a rental mobile unit while waiting for standby unit to be installed.

STEP 2: Plan If You Need Back Up Power Now

If you need back up power now, Generac offers a line of mobile products that can power your business while your standby unit is being installed. Your Generac Industrial distributor can help you get set up with a mobile rental to be delivered and parked in a location where it is easily accessible for connecting, operating, servicing and refueling. For planning:

- ☐ Find an environmentally sound location away from drains, work areas, and residences
- ☐ Make sure the location has plenty of surrounding open space (away from traffic, trees and blockages)
- ☐ The area is flat and level for generator parking
- ☐ Identify connecting points if there is available transfer switch
- ☐ Clear access route for drop off
- ☐ Secure Fencing for Security

STEP 3: Determine Additional Equipment/Accessories Needed For Mobile Product

Your mobile generator may require a variety of accessories. Consider if you need any of the below, or other, accessories. After marking what you will need, determine how many.

- | | |
|--|---|
| ☐ Bus Bars _____ | ☐ Quad Boxes _____ |
| ☐ Cable _____ | ☐ Spider Boxes _____ |
| ☐ Cable Ramps _____ | ☐ Switch Gear _____ |
| ☐ Circuit Breakers _____ | ☐ Transformers _____ |
| ☐ Controls _____ | ☐ Other _____ |
| ☐ Distribution Panels _____ | ☐ _____ |
| ☐ Fuses _____ | ☐ _____ |
| ☐ Load Banks _____ | ☐ _____ |
| ☐ Outlets _____ | ☐ _____ |

STEP 4: Determine Your Fuel Type*

All of Generac's fuel types have their own unique benefits. Depending on your infrastructure, one fuel type may be more ideal than another. Different areas have different laws you must follow, and it is important to make sure the fuel type you choose is code compliant for your area.



- ☐ **Natural Gas/Liquid Propane:** Known for unmatched run time and little required maintenance.



- ☐ **Diesel:** Known for being a powerful, code compliant choice.



- ☐ **Bi-fuel:** Known for having a combination of diesel's power and the unmatched run time of natural gas.

*Contact your local Generac dealer for help on choosing the appropriate fuel type for your business.

STEP 5: Choose Appropriate Set Features For Your Generator

Select from a variety of features that meet your business site's specific requirements:

- ☐ **Sound Attenuated Enclosures:** Generac offers a range of enclosures ranging from standard choices to high sound-deadening.
- ☐ **Auto Start:** Transfer Switches that automatically turn on your generator when your business loses utility power.
- ☐ **EPA & local emissions certifications:** Make sure your generator is code compliant.
- ☐ **Paralleling:** Gives you redundancy and reliability
- ☐ **Security Features:** Lockable doors & interior oil/water drains

STEP 6: Request a Quote

Now that you have your generator's power, fuel type, and accessories selected, you are ready to request a quote and get in touch with your local Generac Distributor. They will help you pick out the correct generator to match your first four steps in your Comprehensive Emergency Power Plan.

To request a quote:

-  [Generac.com/Industrial/RequestPricing](https://www.generac.com/Industrial/RequestPricing)
-  IndustrialSales@generac.com
-  844-ASK-GNRC

STEP 7: Fueling Provider

Whether you have natural gas or diesel you will need to find a fuel supplier. Having a reliable fuel supplier is crucial when the power goes down. Some considerations include:

Natural Gas

- ☐ No refueling needed – Natural gas pipeline feeds directly into generator.

Diesel

- ☐ **Auxiliary Fuel** – Allows for longer run times before needing a supplier to come refuel generator.
- ☐ **Delivery Access** – Will your generator's location have easy access to your generator's fuel tank for fuel supplying vehicles.
- ☐ **Tank Capacity** – Make sure your generator's tank is large enough to run for a substantial amount of time before refueling is needed.

STEP 8: Conduct a Practice Run

It's important to run through your plan before an actual outage occurs. Set a time where you and your team can run through a drill and having your generator kick in as the main source of power. Make this simulation just as if the emergency was really happening, so your team can have real time practice.

- ☐ Make sure that each person on your team fully understands their role and responsibilities in the event of an actual power outage.
- ☐ Estimate the length of time it takes before your standby power supply is online and running properly after the power fails.

STEP 9: Emergency Personnel

Create a list of people who will be in charge when there is an outage and list out responsibilities. Try to have at least two ways to contact the individual and make sure your team has access to your up to date Emergency Personnel List.

☐ Electrical Engineer

☐ Electrical Utility Representative

☐ IT/Data Recovery

☐ Your Business Operations/Maintenance

Name and Function	Email	Main Phone	Alternate Phone