



DEPARTMENTAL
GENERAL
ORDER

New Order
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Power Outage Emergency
Planned Outage
Rolling Block Outage
Unplanned Outage

POWER OUTAGE EMERGENCIES

The purpose of this order is to set forth Departmental policy and procedures regarding the Department's response to planned or unplanned power outage emergencies. The general response shall be the same in either case.

This order shall provide Departmental management (organizational unit supervisors, commanders, and managers) with guidelines for responding to power outages.

I. INTRODUCTION

- A. A power outage may occur at any time. There are two types of outages.
1. An unplanned outage may be due to a traffic accident, problems with generation, distribution systems, or a natural disaster. Outages may affect an area as small as a city block or as large as the entire State of California or may include several states.
 2. A planned outage may occur as a result of the Independent System Operator (ISO) ordering Pacific Gas and Electric (PG&E), the local electrical utility company, to institute "Rolling Block Outages."
 - a. Outages proceed in numerical order by "Block" (i.e., Block 4 follows Block 3). "Blocks" are not necessarily areas that are adjacent; in fact, they may be in different areas of the state. Rolling Outages generally last approximately 60–120 minutes.
 - b. The rotating nature of the outages makes planning for operations possible.

- B. The City Office of Emergency Services (OES) has prepared a manual, "OES & Citywide Power Outages: Response Concept of Operations" which contains maps of the city by "Rolling Outage Block" number. Copies have been provided to all Patrol Watch Commanders and a copy of the manual is kept at the Patrol Desk and in the Communications Division.

II. RESPONSIBILITIES

A. General

1. The Patrol Watch Commander, the on-duty traffic enforcement sergeant and the Communications Division supervisor/commander shall plan and implement emergency operations after receiving notification. Notification of an impending "Rolling Block Outage" may come from the City's OES, the City's Municipal Buildings Division's Energy Engineer, EDIS messages, or the media.
2. A field supervisor and/or the Communications Division supervisor shall immediately notify the Watch Commander in the event of an unplanned power outage.
3. All overtime incurred due to a power emergency shall be documented in order to pursue cost recovery from State, Federal, or private parties responsible for the outage. Each OTW slip resulting from the outages should be copied and forwarded to the BFO Administration Office.

B. The Watch Commander shall:

1. Remain in contact with the OES to determine:
 - a. The extent and status of the power emergency and the likelihood the outages will continue and, if planned, the next "Rolling Block Outage" period(s) and locations.
 - b. If any measures must be taken to properly deploy personnel to manage the police aspects of the emergency.

- c. If the outage is widespread and/or likely to continue for an extended period of time. If so, the Watch Commander shall have the Communications Division notify the City OES manager who will determine whether to activate the Emergency Operations Center (EOC).
- d. EOC activation:
 - 1) For a partial activation, the Watch Commander shall assign a sergeant or command officer to respond to the EOC to act as the OPD liaison.
 - 2) For a full activation, the Watch Commander shall assign a command officer to respond as soon as possible and shall immediately notify the Bureau of Field Operations (BFO) Deputy Chief.
- 2. Adjust personnel deployment as necessary to meet increased or shifting demands due to issues related to the outages (e.g., increased alarm calls, criminals taking advantage of the power outage, traffic problems, etc.).
- 3. Maintain contact with the Communications Division supervisor in order to properly assess any changes in service needs.
- 4. Have the same responsibilities whether the outages are planned or unplanned.
- 5. Keep a running log of power emergency related information, decisions and operations.
- 6. Complete a Memorandum to the BFO Commander at the end of a power emergency summarizing the nature of the outages, the need for special deployment, and the actions taken by OPD. The Watch Commander's log of power related information, decisions and operations shall be attached. A copy of the letter shall be routed to the Communications Division Commander for inclusion in emergency operations records.

C. Traffic Section Personnel

If Traffic Section officers are on duty, they shall assume traffic control functions at key intersections. The on-duty traffic sergeant shall have a list of pre-planned traffic control posts based on the individual rotating outage blocks. If the traffic officers on duty are insufficient to handle traffic control needs, the traffic sergeant shall notify the Watch Commander and make recommendations regarding the deployment of Patrol Division resources.

D. The On-Duty Communications Division Supervisor shall:

1. Ensure that the Watch Commander is aware of any power outages in the City.
2. Maintain a log of locations with reported outages and/or related problems (traffic lights out, numerous alarm calls, etc.).
3. Advise the Watch Commander of the extent and nature of problems due to the outage.
4. Assign someone to remain in contact with the Watch Commander and/or EOC to facilitate emergency operations, if necessary.
5. Print a copy of all incidents related to the power outage.
6. Notify the Division Commander any time emergency power procedures have been activated.
7. Immediately notify the Division Commander if the emergency has any significant impact on the Division's operations (e.g., call volume far in excess of normal, equipment malfunctions, etc.).
8. Complete and submit a Memorandum to the Division Commander summarizing the emergency operations and attach the log of reported outages and/or related problems as well as copies of all related incidents.
9. Forward a copy of the letter and log to the BFO Commander.

III. OPD FACILITIES

The Police Administration Building (including the Jail Division), the OPD Communications Center, and the City Emergency Operations Center are equipped with emergency backup generators and are located in an “uninterruptible” block (Block 50). Power outages are unlikely in the event of rolling outages, however, all facilities are vulnerable to unplanned outages. In the event of an unplanned outage, the generators should supply sufficient power to enable critical operations at all three locations.

Some areas of the buildings are not connected to the generators, therefore, some less essential services will likely be impacted. If the outage is expected to be of an extended duration, Division Commanders and/or the Watch Commander may consider releasing people from duties where they cannot effectively or safely perform their job functions.

By order of

Richard L. Word
Chief of Police