

MANAGEMENT MEMO

SUBJECT: PROCEDURES FOR ENERGY MANAGEMENT IN STATE BUILDINGS DURING NORMAL OPERATIONS AND ELECTRICAL EMERGENCIES	NUMBER: MM 09-04
REFERENCES: Executive Order S-12-04 Executive Order D-15-00 Supersedes Management Memo 05-14, Issued August 16, 2005	DATE ISSUED: Oct. 30, 2009 EXPIRES: Until superseded ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

About this Management Memo

This Management Memo provides information about efficient energy management in state buildings during normal operations and actions state agencies should take during electrical emergencies. It also directs state agencies to assign personnel to subscribe for electrical emergency notifications from the DGS Electrical Emergency Notification System list server.

This memo replaces MM 05-14. The main change is a modification of the Electrical Emergency Notification process.

Procedures for Electrical Emergencies

The table below contains links to documents that provide detailed instructions on controlling energy usage. The energy management practices of all state agencies should conform to these procedures.

Emergency Status	Link to Procedures
No emergency	Standard Operations
Stage 1 Electrical Emergency	Curtailment Measures
Stage 2 Electrical Emergency	
Stage 3 Electrical Emergency	
Rotating Outage or Blackout	Safety Tips During Outages and Blackouts Emergency Preparedness

State agencies should print a copy of these procedures and incorporate them in departmental Emergency Plans in order to be prepared for an electrical emergency.

Exception Some departments may need to employ conservation measures that are more or less restrictive, based on operational needs. Department energy management personnel must communicate department-specific instructions to the appropriate staff.

Background Federal law requires that the California Independent System Operator (CAISO) maintain specified levels of energy reserves available to the electrical grid. When reserves reach dangerously low levels because electrical demand is high, the CAISO may declare a Stage 1 Electrical Emergency to bring about a reduction in demand. The CAISO can escalate the emergency to Stage 2 and then Stage 3 if curtailment measures do not successfully reduce demand. Finally, the CAISO may use rotating outages to balance the demand for electricity to the available supply.

The Energy Contracts Services (ECS) section in the Department of General Services/ Office of Risk and Insurance Management (DGS/ORIM) will alert departments, universities, and community colleges when the CAISO declares a Stage 1, 2, or 3 Electrical Emergency and when those Stages are cancelled.

Electrical Emergency Notification System The DGS ECS Manager will use email to notify all parties that have signed up for the Electrical Emergency Notification System list server on the EENS Web page.

All state agencies should have one or more persons from each state facility (or state leased property) subscribe to the list server so they can receive electrical emergency notifications. It is the responsibility of the agencies to update the contact e-mail addresses on the list server as required.

To sign up for the DGS EENS list server, please go to:

<https://www.apps.dgs.ca.gov/EnergyAlertSubscribe/EnergyAlertSubscribe.aspx>

Agencies and facilities can have as many personnel signed up as desired – there is no limit on how many can request to be notified.

For information on the EENS system, copies of energy instruction documents, and additional energy conservation information and links, please send an e-mail to EENS@dgs.ca.gov .

The DGS/ORIM periodically conducts tests of its notification system. The test messages will also contain information on how to update agency contact information.

Contact Information	<p>We hope that these recommendations will assist you in using energy efficiently. Our goal is to ensure that proactive safety and energy reduction measures will create a safe environment for our employees and customers working in State buildings when electrical emergencies occur. We encourage you to work closely with your building manager to effectively implement these procedures. Please direct questions to:</p> <p style="text-align: center;">Steve Nowell Energy Management Contact DGS Green Team (916) 375-5908 Steve.Nowell@dgs.ca.gov</p>
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Related Information

- DGS California Energy Alert
- <http://www.energy.dgs.ca.gov/default.htm>
- Department of Personnel Administration
- [Employee Leave and Safety during Rolling Blackouts](#),
January 23, 2001
 - [Appropriate Attire during Summer Months](#),
May 18, 2001

Signature

Original Management Memo signed by Ronald L. Diedrich,
Acting Director

Ronald L. Diedrich
Acting Director

Attachments: