

# MANAGEMENT MEMO

NUMBER: MM13-06
DATE ISSUED: July 11, 2013
EXPIRES: UNTIL SUPERSEDED
ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

SUBJECT:

PROCEDURES FOR ENERGY MANAGEMENT IN STATE BUILDINGS DURING ELECTRICAL EMERGENCIES

REFERENCES:

Executive Order B-18-12  
Executive Order S-12-04  
Executive Order D-15-00  
Supersedes Management Memo 09-04, Issued October 30, 2009

## Purpose

This Management Memo provides information regarding actions state agencies shall take to control energy usage during electrical emergencies.

## Policy

State agencies shall incorporate the energy usage control procedures listed in the section "Procedures for Electrical Emergencies" into their departmental Emergency Plans. Additionally, state agencies shall designate personnel to receive Department of General Services (DGS) Electrical Emergency Notifications (EENS) list server.

## Changes to Existing Policy

This Management Memo supersedes MM 09-04. The main changes include:

- Introduction of state agency Energy Management contacts
- Inclusion of the Demand Response guidelines
- Transfer of the standard operations criteria to a separate section of the State Administrative Manual.

## Procedures for Electrical Emergencies

This table 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
Stage 1 Electrical Emergency	<a href="#">Curtailment Measures</a>
Stage 2 Electrical Emergency	
Stage 3 Electrical Emergency	
Rotating Outage or Blackout	<a href="#">Safety Tips During Outages and Blackouts</a> <a href="#">Emergency Preparedness</a>

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.

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**Exception**

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

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**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.

DGS Real Estate Services Division 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.

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**Electrical  
Emergency  
Notification  
System**

DGS EENS Manager will use email to notify all parties that have registered for the EENS list server on the EENS Web page.

All state agencies should have one or more persons from each state-owned or state leased facility 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 register for the DGS EENS list server, please go to:

[https://www.apps.dgs.ca.gov/EnergyAlertSubscribe/  
EnergyAlertSubscribe.aspx](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](mailto:EENS@dgs.ca.gov).

DGS Real Estate Services Division periodically conducts tests of its notification system. The test messages will also contain information on how to update agency contact information.

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**Demand  
Response**

As per Executive Order B-18-12: "State agencies shall participate in "demand response" programs to obtain financial benefits for reducing peak electrical loads when called upon, to the maximum extent that is cost-effective for each State-owned or leased facility, and does not materially adversely affect agency operations."

State agencies should be proactive in contacting their local utility to research the various Demand Response programs and selecting an appropriate option, when applicable. When an electrical emergency is predicted for the day, the agency should prepare the occupants and operations in anticipation of the emergency and implement curtailment measures immediately upon or before the emergency declaration.

In facilities with appropriate energy management systems, Automated Demand Response should strongly be considered.

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**Improved  
Outcomes**

These procedures will assist state agencies in responding to an electrical emergency. Our goal is to ensure that proactive safety and energy reduction measures will create a safe environment for state 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.

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**Contact  
Information**

If you have any questions or concerns, please contact:

EENS Contact at DGS  
Gonzalo Caceres  
[gonzalo.caceres@dgs.ca.gov](mailto:gonzalo.caceres@dgs.ca.gov)  
(916) 375-4892

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**RELATED  
INFORMATION**

- DGS California Energy Alert  
<http://www.flexalert.org/>
- Department of Personnel Administration  
[Employee Leave and Safety during Rolling Blackouts,](#)  
January 23, 2001

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**SIGNATURE**

*(Original with signature on file)*

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Fred Klass  
Director