

# EMERGENCY POWER PLANNING GUIDE

For Operational Integrity

"Failing to prepare is preparing to fail." - Benjamin Franklin

Worldwide Power Products is your go-to source for power solutions during emergency situations, when products, profits, and most importantly, people are at risk. But you can help us help you by getting ready now, before the lights go out, by assembling a plan with important details we need to connect you with the right equipment. We've laid out the steps to take to get prepared below.

Once you've completed it, we recommend returning it to us so we have it on file and can access it immediately to provide the fastest and most efficient service possible.

1

## PREPARE PRIOR TO A POWER OUTAGE

You may wish to backup your entire facility or only critical loads (as permitted by relevant regulations for your business). **Consult a certified electrician where necessary to determine the following:**

- Utility service amperage
- Supply voltage
- Phase sequence
- Connection type (e.g. existing electrical panel vs. quick connect box)
- Appropriate generator size
- Cable distance - The generator location you select should be flat, open, level, and environmentally safe and secure
- Fuel type - This will be determined by your facility's utility connection (e.g. natural gas or diesel)

2

## CONTACT WPP WHEN AN OUTAGE IS IMMINENT

When the risk of an outage is elevated, call either our main office number at (713) 434-2300 or any of our team members directly who you've worked with before. Someone is available to take your call and get you help 24/7. We will assemble your power equipment and have it on a trailer rolling to you as soon as possible so that your operations aren't disrupted.

You will need to provide us with the following info:

- Utility service size: \_\_\_\_\_ amps
- Voltage:
  - 120/240V 1PH       120/240V 3PH
  - 120/208V 3PH       277/480V 3PH
- Generator size: \_\_\_\_\_ kW      \_\_\_\_\_ kVA
- Cable distance\*: \_\_\_\_\_ feet      \*We can determine the required cabling.

When you call, we will let you know when you can expect your rental to be delivered, and give you an estimate of how long the on-board fuel supply will last.

3

## CONTACT YOUR ELECTRICIAN TO CONNECT THE GENERATOR TO YOUR PANEL

We can coordinate with your electrician to be on-site when they connect the generator to your electrical panel. We can also make recommendations for a certified electrician in your area if requested.

### Electrical contractor:

Contact name \_\_\_\_\_  
Company \_\_\_\_\_  
Phone # \_\_\_\_\_

### Electrical panel connection point:

- Panel name (optional) \_\_\_\_\_
- Panel location \_\_\_\_\_
- Phase rotation (select one):
  - Clockwise
  - Counter-clockwise

4

## CONTACT A FUEL SUPPLIER

[For diesel units only.]

You'll need to create a refueling schedule with a diesel fuel delivery service so that you never run out and lose power. We can make recommendations for a supplier in your area if requested. In addition to on-site fuel delivery, the supplier may be able to offer you fuel storage tanks, as well, which may become necessary if roads become impassable during the emergency.

### Fuel supplier:

Contact name \_\_\_\_\_  
Company \_\_\_\_\_  
Phone # \_\_\_\_\_