

Facility Assessment Guide

This is a check list of the items that you will need to gather before completing the online assessment.

Facility Information

Facility Name

- Enter the name of the facility.
 - Example: Locust Grove High School
-

Building Use Category

- Select from the drop down menu
 - Example: Municipal Buildings
-

Building Use Type

- Select from the drop down menu what post-event activity that facility will be used for.
 - Example: General Population Shelter, Special Needs Shelter, 911 Call Center, Fire Station, Sewage Lift Station, Water Treatment Plant, etc.
-

Name of the person performing the assessment

- Enter the first and last name of the person who conducted the generator assessment for the facility. If the assessment had been conducted by the 249th Engineering Battalion, enter “249th Prime Power”.
 - Example: John Doe
-

Qualification of the person performing the assessment

- Use the drop down menu to select the overall qualification of the person who performed the facility assessment. If you select “Other” please fill in the block with that person’s qualification.

- Example: 249th Engineering Battalion, Electrical Engineer, Master Electrician, Licensed Electrician, Facility Engineer, Other. NOTE: If you select “Other” please fill in the person’s qualification in the box that appears.
-

State credentials

- Use the drop down menu to select the state in which the person performing the assessment received their credentials.
 - Example: Texas
-

Date of credentials

- Enter the date the person performing the assessment received their credentials.
 - Example: 10/15/2000
-

Date of the assessment

- Enter the date that the assessment was performed. If that date is unknown, enter the date the facility is being entered into this database. NOTE: The database will automatically send an e-mail to the person whose account entered this facility 3 years from this date to request verification of the assessment data entered.
 - Example: 01/15/2010
-

Does this facility have an existing on-site backup generator?

- Indicate whether the facility has an existing on-site backup generator.
 - Example: Yes/No
-

Can an alternate generator be connected via those hookups?

- Indicate whether an existing generator be hooked up to the facility via the connections for an existing backup generator at the facility.
 - Example: Yes/No
-

Facility Location

Facility Address

- Enter the physical address for the facility. NOTE – Once the complete address information is entered, a window will populate with a Google Map location with the marker centered in the property. You may select “Map View” or the “Satellite View” in the window that opens. You can verify the street address is indeed the location that is shown in the Google Map window. You may elect to move the cursor to the correct location of the facility, or move the cursor to the “Front Door” of the facility if you desire.
 - Example: 12345 South Main Street
-

City

- Enter the city for the facility.
 - Example: Locust Grove
-

State

- Enter the state for the facility.
 - Example: OK
-

County or Parrish

- Enter the County or Parrish for the facility.
 - Example: Orchid
-

Zip Code

- Enter the zip code for the facility.
 - Example: 84123-1234
-

Landmark

- Enter any nearby landmark that may assist in finding the facility; you may enter it here in narrative form.

- Example: 500 feet northwest of the intersection of Hollywood and Vine.
-

Latitude

- You may:
 - Accept the Latitude assigned by the database based on the street address that you entered.
 - Accept the Latitude the database assigns if you elect to move the marker
 - Manually enter the Latitude value you may all ready have for the facility
 - NOTE – PLEASE enter the Latitude in a format including 6 digits to the right of the decimal point location. In the continental United States (CONUS), this value should be positive. Other portions of the globe will be different.
 - Example: 92.345682
-

Longitude

- You may:
 - Accept the Longitude assigned by the database based on the street address that you entered.
 - Accept the Longitude the database assigns if you elect to move the marker
 - Manually enter the Longitude value you may all ready have for the facility
 - NOTE – PLEASE enter the Longitude in a format including 6 digits to the right of the decimal point location. In the continental United States (CONUS), this value should be negative. Other portions of the globe will be different.
 - Example: -75.654321
-

Photo Upload

- Upload a photo for the front of the facility. The only photo types that are accepted by the web site are files that end in .bmp, .jpg, or .png and that have a size smaller than 1 MB.
 - Example: MyFrontDoor.jpg
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Primary/Alternate Point of Contact

First/Last Name

- Enter the name of the person who is the primary and/or alternate Point-of-Contact for that facility. This person should be the one who will show the generator install team where to place the generator, where to connect the generator into the electrical distribution system for the facility, and who can ensure facility electrical system is ready to accept power from the generator.
 - Example: John Doe
-

Job Title

- Enter the title of this Point-of-Contact.
 - Example: Facility Engineer
-

On-Site

- Enter
 - Example: Yes, No
-

Email Address

- Enter the email address for the Point-of-Contact.
 - Example: John.Doe@lghs.edu
-

City

- Enter the city for the Point-of-Contact.
 - Example: Locust Grove
-

State

- Enter the state for the Point-of-Contact.
 - Example: OK
-

County or Parrish

- Enter the County or Parrish for the Point-of-Contact.
 - Example: Orchid
-

Zip Code

- Enter the zip code for the Point-of-Contact.
 - Example: 84123-1234
-

Landline Phone

- Enter the landline work phone for the Point-of-Contact.
 - Example: 123-456-7890
-

Cell Phone

- Enter the cellular work phone for the Point-of-Contact.
 - Example: 123-456-7890
-

Alternate Phone

- Enter an alternate phone number for the Point-of-Contact. This may be the person's personal cellular phone or other as applicable.
 - Example: 123-456-7890
-

Fax

- Enter any applicable fax for the Point-of-Contact.
 - Example: 123-456-7890
-

Generator Information

Name or description of generator location

- Enter
 - Example: NW generator
-

Phase (assessed Generator Phase)

- Select the electrical power phase feeding the facility from the drop down menu
 - Example: Single Phase
-

Configuration

- Select the electrical power configuration feeding the facility from the drop down menu.
 - Example: Wye
-

Generator Load Size (Critical Load)

- Enter the kilowatt (kW) generator required to power the facility for the post-disaster use required.
 - Example: 125
-

Voltage (assessed Generator Voltage)

- Select the Voltage of the electrical power feeding the facility from the drop down menu
 - Example: 120/208
-

Number of Runs

- Number of Load Conductor Runs
 - Example: 3
-

- Length (feet)
- Each Load Conductor Length (in feet)
 - Example: 50
-

- Cable Size
- Load Conductor Cable Size (pick from drop down menu)
 - Example: 3/0
-

- Ground Length (feet)
- Ground Conductor Length in feet
 - Example: 10
-

- Ground Size
- Ground Conductor Size (pick from drop down menu)
 - Example: 250
-

- On-Site Considerations regarding generator placement and generator connection location
- Enter any applicable notes that assist the installation team with the on-site location of the generator at the facility, where and how to connect the generator load cables to the facility electrical distribution system, etc.
 - Example: Place the generator at the southeast corner of the gymnasium on lawn near door on south wall. Electrical panel for generator connection to facility is inside door along south wall approximately 10 feet west from the door, etc.
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- Generator Latitude
- The Google Map location selected earlier for the facility location will automatically populate on this web page. Using either the “Map View” or “Satellite View” you may drag and drop the marker to the location on the facility grounds where the generator installation is desired and the database will assign a Latitude value based on that

marker location, or you may enter any specific Latitude value for that location you may have available.

- NOTE – PLEASE enter the Latitude in a format including 6 digits to the right of the decimal point location. In the continental United States (CONUS), this value should be positive. Other portions of the globe will be different.
 - Example: 92.345555
-

Generator Longitude

- The Google Map location selected earlier for the facility location will automatically populate on this web page. Using either the “Map View” or “Satellite View” you may drag and drop the marker to the location on the facility grounds where the generator installation is desired and the database will assign a Longitude value based on that marker location, or you may enter any specific Longitude value for that location you may have available.
 - NOTE – PLEASE enter the Longitude in a format including 6 digits to the right of the decimal point location. In the continental United States (CONUS), this value should be negative. Other portions of the globe will be different.
 - Example: -75.652222
-

Generator Photos

Location

- Upload one photo for the generator location. The only photo types that are accepted by the web site are files that end in .bmp, .jpg, or .png and that have a size smaller than 1 MB.
 - Example: GeneratorLocation.jpg
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Connection Point

- Upload up to 3 photos for the generator connection point. The only photo types accepted by the web site are files that end in .bmp, .jpg, or .png and each photo needs to be a size smaller than 1 MB.
 - Example: GeneratorConnectionPoint.jpg
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Additional Generators

Do you want to add information about another generator for this facility?

- Indicate whether information about another generator needs to be input.
 - Example: Yes/No
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