

Operations, Enterprise Services, and Facilities

Standard Operating Procedure for Critical Systems Operations and Contingency Planning

**PURPOSE:**

To define the operation, monitoring, and contingency response protocols for critical infrastructure systems including Electrical, Data Cooling, HVAC, Generators, and Fire Suppression at all SDCCD campuses and facilities

# **SCOPE:**

This SOP applies to the identified critical systems supporting core operations at City College, Mesa College, Miramar College, and the District Service Center (DSC). It includes standard practices for system management, planned maintenance, emergency preparedness, and continuity planning.

# **RESPONSIBILITIES:**

* **Director of Facilities: Ensure all systems are regularly maintained and contingency plans are current.**
* **Maintenance Technicians: Perform inspections, switching, and emergency operations as defined.**
* **Campus Supervisors: Communicate system issues, outages, and coordinate with IT and Emergency Services.**

**Critical System Location Overview**

City College

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| --- | --- |
| **System** | **Location** |
| Electrical | Central Plant Substation – U Bldg, Buildings A, AH, B, BT, C, D, EEC, M, T, L, S |
| Data (Cooling) | Located at LRC |
| HVAC | U Bldg, LRC – Chiller Plant, MS – Central Plant |
| Generators | Science Building |
| Fire Suppression | Science Building |

Mesa College

|  |  |
| --- | --- |
| **System** | **Location** |
| Electrical | Substation behind ES, Buildings: All |
| Data (Cooling) | Located at MS |
| HVAC | U Bldg, LRC – Chiller Plant, G Bldg – Chiller Plant |
| Generators | LRC |
| Fire Suppression | I-400 / MS Building |

Miramar College

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| --- | --- |
| **System** | **Location** |
| Electrical | Substation – Hilary Drive and U Bldg, Buildings: All |
| Data (Cooling) | Located at U Bldg |
| HVAC | U Bldg, A-200 – Central Plant, K-100 |
| Generators | W Bldg |
| Fire Suppression | W Bldg (FM200), S-500, S-600 |

District Service Center (DSC)

|  |  |
| --- | --- |
| **System** | **Location** |
| Data (Cooling) | DSC South, DOJ Server in DSC North |
| Generator | Dispatch |

**CONTINGENCY PLANNING**

**Electrical – 12kV Systems**

**Action Items:**

* Install 12kV load break center for emergency generator connection (add to high-hazard deferred list).
* Identify designated areas for generator/transformer interface.
* Create and implement a dedicated 12kV LOTO (Lockout/Tagout) and switching SOP.

**Data Cooling Systems**

**Redundancy:**

* Main MDF rooms to include split-system backups.
* Identify backup location and equipment for mobile cooling units.

**Action Item:**

* Develop contingency plan and SOP for data cooling system failure response.

**Transformer (XFMR) Systems**

* Identify key transformers and access points.
* Develop SOP for portable generator connection during XFMR failure.

**Generators**

* Generators support emergency lighting and critical lab power.
* Perform monthly run tests and fuel checks.
* Maintain SOPs for:
* Generator startup procedures
* Transfer switch operation
* Emergency refueling

**Fire Suppression**

* Maintain accessibility to fire panels and extinguishers.
* FM200 and similar systems require quarterly inspections.
* Test notification systems and visual alarms semi-annually.

**Documentation and Recordkeeping**

* Maintain logs of all inspections, load tests, and emergency drills.
* Contingency SOPs must be stored in both CMMS and emergency binders.
* Backup copies must be kept on the shared district drive.

Review and Training

SOP must be reviewed annually or after any system upgrade/failure.

Facilities staff must complete system-specific emergency response training every 12 months.

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_