

DAS Directive

Directive No. **GS-D-08**
Effective Date: **09-01-2009**



To: All Departments, Offices, Agencies, Commissions, Boards, Bureaus and Institutions
From: Hugh Quill, *Director of Administrative Services*
Re: Emergency Energy Conservation

PURPOSE

To establish uniform procedures for emergency energy conservation.

PROCEDURE

A. Issuing an Energy Conservation Directive

Gas and electric companies provide updates to the Public Utilities Commission of Ohio (PUCO) regarding energy consumption in Ohio. In the event a utility company finds it necessary to institute emergency energy conservation measures in its service area, the company will contact the PUCO to provide it with any and all necessary information.

Upon proper notification that energy conservation measures are necessary, the PUCO will immediately contact the Office of the Governor and the Department of Administrative Services, Office of Energy Services, to apprise them of the situation. Based upon the information provided by the utility company, the PUCO will formulate a recommendation to the Office of the Governor on issuing an energy conservation directive.

In the event that the Governor issues an energy conservation directive, the Office of Energy Services shall:

1. Communicate the energy conservation directive to each appointing authority, director, agency head or director's designated representative or alternate by way of facsimile, voice mail, pager or any other appropriate means.
2. By area designation, notify each appointing authority, director or head of each state agency and department of the exact geographic area of the state under the energy conservation directive. An energy conservation directive may be issued and limited to a region or area or individual facility of the state.
3. Notify each appointing authority, director or head of each state agency and department of the approximate time duration of the energy conservation

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directive and establish, as soon as possible, a specific energy conservation period with a beginning and ending time designation.

B. Communicating the Energy Conservation Directive

The agency head or director of each appointing authority shall designate an energy coordinator and an alternate to be responsible for receiving notice that an energy conservation directive has been issued by the Governor. All designated energy coordinators should be essential or exempt employees and have voice mail or pager capabilities. Designated energy coordinators are responsible for advising all appropriate supervisors in their departments, agencies, boards or commissions of the energy conservation directive.

Designated energy coordinators are responsible for proactively identifying measures that immediately reduce energy consumption in their faculties. At a minimum, the following are measures to be taken for specific energy conservation directives:

Electrical – Level One

- Set thermostats no lower than 76 degrees Fahrenheit;
- Turn off non-essential lights and computers;
- Turn off copiers and printers that receive low-volume usage;
- Close all blinds and curtains in offices, particularly on the side of the building facing south; and
- Continue to turn off all lights, computers and equipment when leaving for the day.

Electrical – Level Two

Same as Level One, with the following exceptions:

- Set thermostats no lower than 78 degrees Fahrenheit; and
- For facilities with on-site generators capable of 100 percent electrical backup, switch to generator power.

Natural Gas – Level One

- Set thermostats no higher than 68 degrees Fahrenheit;
- Reset domestic hot water temperatures to no higher than 110 degrees Fahrenheit, except where required by code for laundry, kitchen, etc.;
- Check outside air dampers to ensure that minimum code-required outside air is entering the building; and

Natural Gas – Level Two

Same as Level One, with the following exceptions:

- Set thermostats no higher than 65 degrees Fahrenheit; and

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- For facilities with on-site alternate fuel capable of 100 percent heating backup, switch to alternate fuel.

NOTIFICATION AND ENFORCEMENT

Each coordinator will be responsible for implementing the appropriate action with their respective agency and ensuring compliance with the directive for its duration.

Any questions concerning this procedure may be directed to the PUCO at (614) 644-8955 or the Office of Energy Services at (614) 466-6776.

This directive supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

AUTHORITY & REFERENCE

ORC 123.011