

From: Deputy Director, Admin
Sent: Friday, November 08, 2013 1:29 PM
To: +All HQ Employees
Subject: Building Update

HQ BUILDING UPDATE: EVACUATION PROCEDURES DURING A POWER OUTAGE

The Board of Equalization (BOE) Headquarters (HQ) building has experienced two power outages in the last several months that have impacted the greater downtown Sacramento area. During a power outage, our provider, SMUD works closely with the Department of General Services (DGS) to restore power to the HQ building.

In the event of a power outage, employees should remain in their workplace and await further instructions from their Floor Warden. A DGS Building Engineer will make an announcement through the Public Address system as soon as initial information is available. Typically, during the first 30 minutes, DGS will provide a status report to BOE's HQ emergency personnel with additional assessments from SMUD as to the extent of the outage and obtain an estimated timeframe as to when power will be restored.

The HQ Building is equipped with an emergency generator that provides sufficient emergency lighting to move about the building. Additionally, the emergency generator supports building ventilation and provides limited elevator service.

If SMUD concludes the outage will exceed 1-2 hours, a determination may be made by management to close the building and authorize employees to leave. In order to avoid overloading the stairwells, HQ emergency personnel will work with the floor wardens to determine the order which the floors will be released. An elevator on each bank will be available for HQ employees with health conditions or physical limitations requiring assistance to exit the building; the floor wardens will coordinate the exit for these employees.

The DGS assists BOE's emergency personnel in assessing the impact of a power outage to the HQ Server room, allowing us to address our business needs. Once power is restored, the Technology Services Department will restore data services in the following order:

1. Active Directory; DNS.
2. Databases; eMail; Desktop IP Addressing (DHCP).
3. Server/Network Monitoring and alerting; Blackberry Services; EMC Documentum; Web Filtering (Websense); iCapture; Wireless Networking.
4. SharePoint; Server/Desktop Antivirus Management; EBOE; RSA Tokens; SFTP file transfers; HEAT ticketing systems, All Web Services Servers; All Eservices Servers; District office Queuing System; Desktop Software Deployment; Desktop/Server patching; OrgPlus; Disk Image; Compulaw; iOS Device Management; Desktop Imaging; Media Streaming.
5. Test and Development Servers (55 Servers).

For further information on what to do during a HQ power outage, please view [Administration Circular #ASD-023](#) or contact your Floor Warden for additional instructions.

Thank you,

Liz Houser
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