

Internal Disaster – Loss of Essential Service Failure of Electrical Power, Generator, Heating System, Cooling System		Policy Manual Section: Section 4—Emergency Management Planning
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PURPOSE

To provide a plan of action to be taken by staff in the event of a heating or cooling system failure.

PROCEDURE

- The trouble alarm will signal in the event of a power failure and the generator will start
- In the event of the generator not starting the designated charge person will contact the Director of Support Service, who will contact the hydro/PUC and determine the anticipated duration of the power loss. Director of Support Service will also contact Generator Company, Spear Electric and attempt to correct the problem over the phone.
- The charge nurse will implement the Electrical Power Failure Checklist to ensure all appropriate measures are taken.
- Plug the rotary dial telephone, found in the emergency kit behind the nurse’s station, into the phone jack at the nursing station. For external calls consider using a cell phone. Use the walkie talkies for communication within the building.
- The Charge Nurse will initiate Fire Watch procedures. Residents rooms, corridors, common areas, service are will be monitored by a designated staff member for potential fire hazards every ½ hour.
- If the generator or municipal power supply will not be restored for an extended period, the Administrator, hydro and the electrical contractor will prepare for generator power and or an evacuation to a community partner facility.
- Document all procedures implemented.
- Ensure when power is restored a complete review of all related electrical systems are reviewed to ensure safe operations including.
 - Telephone – internal communications
 - HVAC – heat/air, water pumps
 - Fire annunciator and monitoring station
 - Magnetic door locks
 - Kitchen equipment – range, refrigerator, freezer, microwave
 - Laundry areas
 - Resident oxygen equipment

In the event of a generator power failure, the Director of Support Services or delegate will call Wayne Spears Electric (705- 445-1364). All other necessary arrangements regarding generator repairs will be made by the Director of Support Services and other qualified electrician/retained/consulted by the Director of Support Services.

In the event that all electrical equipment must be shut off, the main switch is located and tagged in the Electrical Room adjacent to the Mechanical Room. The Director of Support Services,

delegate, or in their absence, the Charge Nurse will shut off the appropriate switch. If the Director of Support Services, or the Maintenance worker is not on duty, he will be notified so remedial action can be planned and taken. The Director of Support Services or his delegate will notify the Collingwood Public Utilities as necessary at 705-445-1800.

Generator Serving the Home

Heating System:

Bay Haven is served by a generator that is always available that has the capacity to maintain operations of the entire building, in the event of a power outage including the heating system. Bay Haven is heated using both electrical and natural gas as a fuel source. In the event of a generator power outage, heat will still be provided from the natural gas fired fireplaces and wall heaters.

Generator diesel fuel level is maintained at $\frac{3}{4}$ capacity throughout the year and is topped up in the fall and the spring. After a power outage event, the generator fuel level is checked and if required, Collingwood Fuels will be notified to top-off the fuel tank level. The generator is programmed to automatically run once per week for 15 minutes to ensure proper starting and operation.

Bay Haven is a class B, LTC home and is compliant with generator regulation as of December 31, 2016. Other efforts to address the heating system in the event of a generator failure include the installation of natural gas fired wall heaters and fireplaces that continue to function despite an electrical power outage.

Failure of the Heating System – During Extreme Cold Weather:

If the failure is only related to the heating system, the charge nurse will contact the environmental staff person on duty, or on call, and he will contact the contracted service provider (Clarksburg Contractors) to investigate and restore the heating system. Until the heating is restored, the following procedures should be followed:

- Ensure all windows and exterior doors are closed
- Make available extra blankets to keep residents warm
- Keep vacant room doors closed
- In the event the temperature in the residence drops below acceptable level and/ or the heating system will not be restored for an extended period, initiate evacuation to area community partner facilities and hotels.
- Arrange for alternative heating devices to be delivered to the home.
- Document all procedures implemented

Failure of the Cooling System – During Extreme Hot Weather:

If failure is only related to the cooling system, the charge person will contract the environmental staff person on duty, or on call, who will contact the contracted service provider for the cooling system to come to the residence and investigate and restore the cooling system. Until the cooling system is restored, follow the Extreme Hot Weather policy. If the cooling system cannot be restored for an extended period and the extreme hot weather is expected to continue the Administrator and the management team will investigate temporary cooling options including renting portable AC unit and fans, or evacuation if the health and safety of residents and staff is

being compromised.

Emergency Lighting:

Bay Haven is served by a generator that is always available that has the capacity to maintain, in the event of a power outage the emergency lighting in hallways, corridors and exits and all power requirements of the home.

All Emergency lighting in the hallways, corridors and exits is equipped to operate for a minimum of 1 hour on backup battery capacity.

Bay Haven is a class B LTC home and is compliant with generator regulations as of December, 31 2016.

Essential Services:

Bay Haven is served by a generator that is available at all times that has the capacity to maintain, in the event of a municipal power outage essential services, including; dietary services equipment required to store food at safe temperatures and prepare and deliver meals and snacks, the resident-staff communication and response system, life support and safety and emergency equipment.

Bay Haven is a class B LTC home and is compliant with the generator regulation as of December, 31 2016. The generator is capable of maintaining the heating system, the emergency lighting system and essential services.

Guaranteed Access to a Generator:

Bay Haven has its own generator that will be operational within 10 seconds of a power outage and that can maintain the heating system, emergency lighting in hallways, corridors, stairways and exits and essential services.

Power Fail Telephone:

The Meridian Telephone System does not work during a generator power failure. However, a Power Fail telephone is located in the Emergency Bay located behind the Nursing Station. In the event of an electrical power failure, the Charge Nurse will unplug the Meridian telephone at the Nursing Station and plug in the Power Fail Telephone into the telephone jack, labelled “Emergency Telephone Line”. Cellular phones may also be used during a telephone power fail. For further information see the Loss of Telephone Service Policy.

Exit Door Monitoring:

Magnetic lock doors become de-energized and release during a power outage. During a power outage staff shall monitor exit seeking residents and the doors leading to the outside in accordance with the following procedures.

Identify and closely monitor residents who exhibit exit seeking tendencies. Exit seeking residents shall be under the surveillance of a nurse at the Nursing Station, in their bed, or in a program with an activity staff member at all times during a power outage. See Wandering Residents Log Sheet.

The following doors leading to the outside will be monitored every 60 minutes by a designated person during a power outage as per the fire watch procedures including; East Wing door, North West Sitting Room door, West Wing door, Main Entrance door, Lounge Courtyard door and Receiving Entrance door.

Documentation:

In the event that the computers are not working due to a generator power failure and Point of Care or Point Click Care cannot be accessed: PSW staff must document on the “Record of Care” sheets located in the filing cabinet at the nursing station. Each Resident must have a sheet. The restraint check flow sheets must be completed. Food and fluid intake can be monitored per current policy and procedure using the “Bay Haven Nursing Home Fluid Documentation” tool. This data can be entered into Point of Care when the computers are up and running. Registered Staff must document in hard copy on the “Progress Notes” located in the filing cabinet at the nursing station. Each Resident does not require an individual progress note, documentation by exception is acceptable under these circumstances. This information can then be filed in the residents records.

REFERENCES

Fixing Long-Term Care Homes Act 2021

Retirement Homes Act, 2010; Ontario Regulation 166/11 General