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| **Position/Team** | **Staff Assignments** | **Job Action Sheet Page** |
| All Departments Response and Recovery Information and Tasks | All staff of all departments | Pg 5 |
| Incident Commander | RN Supervisor Identified on each shift | Pg 6 |
| Nursing Unit Team | RN, 2 LPNs, 2 RCWs – 1 RCW may be used as a runner | Pg 7 |
| Maintenance Person | 1 Maintenance Staff | Pg 8 |
| Nutrition Services | 2 Cooks (6am – 2pm and 10am – 6 pm overlapping), 1 Nutrition Service worker, | Pg 9 |
| Environmental Services | 1-2 House Keeping (6am – 2pm and 10am – 6 pm overlapping), 1 Laundry | Pg 10 |
| Runner | **Any staff member may be assigned as a runner** | Pg 11 |
| **Critical Contacts** | | Pg 12 |

**General Response Information**

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| **Plan Name:** | **“Power Loss”** |
| **Plan Purpose:** | To respond to and recover from a loss of power  **or**  To respond to and recover from a loss of power and a failure of the facility’s backup generator |
| **Reason for Activation:** | Loss of power at Sample Healthcare Centre |
| **Position(s) Responsible for Activation:** | RN Supervisor |
| **Incident Commander:** | RN Supervisor |
| **Safety Message:** | * Be aware of your surroundings * Building systems may not function as anticipated under generator power * Building systems may not function at all if generator fails * Emergency lighting will function even if the generator fails |
| **Method of Activation:** | This plan will be activated through phone calls or through the assignment of runners |
| **Deactivation:** | This plan will be deactivated through phone calls or through the assignment of runners |
| **Objectives:** | * To ensure that the Sample Healthcare Centre continues to provide services and provision of care in a safe and efficient manner in the event of a power outage * To ensure that Sample Healthcare Centre continues to provide services and provisions of care in a safe and efficient manner in the event of a power outage and failure of the backup generator. * To ensure that clear information is provided for staff, residents and the public and external partners in regard to the event. |

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| **Power/Electricity Information** | |
| Power Supplier: | Maritime Electric |
| Breaker Panel Location: | Boiler Room |
| Master Shutoff Location and Shut off Instructions if Applicable: | Boiler Room |

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| **Backup Generator Information** | |
| Backup Generator Location: | Outside building near kitchen entrance |
| Generator Kilowatt Output: | Kilowatt 75 KVA |
| Fuel Storage Location: | In the generator shed |
| Fuel Tank Size: | 1125 litres |
| Estimate Run Time on One Tank: | 25 hrs |
| Generator Shut Off and Instructions if applicable: | In the generator shed |
| Transfer Switch Location: | In the generator shed to the left of the panel box |
| Generator Breaker Panel Location: | In the generator shed on the wall opposite the door |
| Areas Powered by Generator: | 100% of building (see attached critical equipment inventory) |
| Maintenance/Testing Information: | Monthly Testing |

| **Critical Equipment – Emergency Back Up Status** | | | | |
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| **Equipment** | **Generator Backup** | **Battery Backup** | **Battery Run time (if applicable)** | **No Backup** |
| Maintenance/Building Systems |  |  |  |  |
| Boilers | x |  |  |  |
| Heating Compressor | x |  |  |  |
| Sprinkler Compressor | x |  |  |  |
| Big Compressor | x |  |  |  |
| Elevator |  |  |  |  |
| Dumb Elevator |  |  |  |  |
| Air Conditioning |  |  |  |  |
| Ventilation |  |  |  |  |
| Humidification System |  |  |  |  |
| Phones |  |  |  |  |
| Fire Alarm |  | x | 3-4 days |  |
| Magnetic Door locks |  |  |  |  |
| Door Key Pads | x |  |  |  |
| Overhead Lighting |  |  |  |  |
| Nursing |  |  |  |  |
| Oxygen Concentrators |  |  |  |  |
| Call Bells/Nurses Call | x |  |  |  |
| Ceiling Lifts |  | x | 4-5 lifts |  |
| Air Mattresses |  |  |  | x |
| Vital Sign Machines | x |  |  |  |
| Blood Glucose Machines | x |  |  |  |
| Suction Machines | x |  |  |  |
| Feeding Pumps | x |  |  |  |
| Medication Fridges | x |  |  |  |
| Immunization Fridges | x |  |  |  |
| Nutrition |  |  |  |  |
| Walk in Kitchen Cooler |  |  |  | x |
| Walk in Kitchen Freezer |  |  |  | x |
| House Hold Fridges | x |  |  |  |
| Water and Ice Machine | x |  |  |  |
| Garburator |  |  |  | x |
| Dishwasher |  |  |  | x |
| Bakers Oven | x |  |  |  |
| Tilting Skillet | x |  |  |  |
| Display Cooler |  |  |  | x |
| Food Warmer |  |  |  | x |
| Cash Register |  |  |  | x |
| Milk Cooler |  |  |  | x |
| Coffee Pot |  |  |  | x |
| Ice Machine |  |  |  | x |
| Micro Wave |  |  |  | x |
| Meat Slicer |  |  |  | x |
| Milk Dispenser | x |  |  |  |
| Stand up Dairy Cooler | x |  |  |  |
| Mixer |  |  |  | x |
| Juice Dispenser | x |  |  |  |
| Oven |  |  |  | x |
| Steamers |  |  |  | x |
| Air Compressor |  |  |  | x |
| Steam Kettle | x |  |  |  |
| Toaster | x |  |  |  |

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| **All Departments Response Information and Tasks** |
| * Ensure RN Supervisor/Incident Commander and maintenance are made aware of the loss of power or the loss of the facility backup generator * Staff will follow directions provided by their Department/Team Leaders and the Incident Commander * **Department Leads will** –   + Perform or delegate tasks assigned to their departments   + Oversee the implementation of plans in their departments   + Attend or send a representative to all staff meetings regarding loss of power or loss of the backup generator and be prepared to provide updates on department needs and challenges. Bring in additional department staff to meetings as required   + Track usage of supplies and order additional supplies as necessary   + Inform the Incident Commander of needed resources (e.g. extra staff, supplies, batteries, oxygen etc.) and assist with acquisition as necessary   + Track additional expenditures and forwarded them to the facility Administrator at the end of the event * 4 Flashlight are located in the nurses office – retrieve as necessary * Extra batteries are located with environmental services |
| **All Departments Recovery Information and Tasks** |
| * Do not begin recovery tasks until the plan is deactivated by the Incident Commander * Return to normal operations under the direction of your Department Lead * Inform external organizations and stakeholders of the return to normal operations and the reactivation of any suspended services * Ensure all critical equipment is functioning normally * Ensure all necessary equipment is returned to storage location (flashlights, batteries etc.) * Ensure all supplies are replenished as necessary |

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| **Power Loss Job Action Sheet** |
| **Position:** **Incident Commander** |
| **Position Assignment:** RN Supervisor designated on each shift |
| **All Power/ Electricity Incidents Response Tasks:**   * Oversee/ensure the implementation of this plan * Activate this plan and ensure all staff notified by phone or by runners * Contact Maritime Electric to report the outage and to determine length and extent of outage if possible (if maintenance not present) * Request resident count as necessary   **Power Outage Response Tasks:**   * Notify maintenance person and Centre Manager (if after hours/not on site) * Consult with maintenance and authorize the prioritization of the allocation of emergency power to critical areas of the Manor in order to conserve fuel (if necessary)   **Generator Failure Response Tasks:**   * Immediately call maintenance to inform of the generator failure * Ensure notification of the Centre Manager * Activate facility water loss plan * Hold huddle of department leads to update the situation * Hold regular staff huddles with department leads(and others if necessary) to ensure regular updates and adequate information sharing * Authorize and assist with the outsourcing of facility operations as necessary (e.g. food preparation) * Consider the need to call in additional staff (do so as necessary) * Consider the need to alter breaks and other schedules (do so as necessary) |

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| **Power Loss Job Action Sheet** |
| **Team:** **Nursing Unit** |
| **Team Lead:** RN Supervisor not designated as incident commander |
| **Team Assignments:** All staff on the Unit (1 RN, 2 LPN, 2 RCW) 24/7 |
| **Reports to:** Incident Commander |
| **All Power/ Electricity Incidents Response Tasks:**   * Nursing staff will keep residents and visitors informed on the situation as necessary * Retrieve flashlights from nurses office and distribute as necessary * Account for all residents and provide a count to the Incident Commander if requested   **Power Outage Response Tasks:**   * Immediately check on residents requiring oxygen and ensure concentrators are working. (take portable oxygen when performing checks) * Check on residents using air mattresses ensuring mattresses are working or make arrangements to have mattresses plugged or switched to standard mattresses * Check other critical equipment to ensure it is functioning as expected * Call bells will function as normal   **Generator Failure Response Tasks:**   * Immediately distribute portable oxygen to residents who require it * Check residents using air mattresses and make arrangements to have them transferred to standard mattresses * Begin safety checks of resident rooms (call bells will not function) * Monitor nursing unit doors to ensure resident do not wander (mag locks will not function) * Limit the use of equipment which relies on battery backup and monitor battery levels where appropriate * Limit the use of lifts (battery powered) * Order and distribute oxygen as necessary * Suspend regular resident bathing schedule (lifts will be on battery backup only) – use sponge baths or wipes where necessary |

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| **Power Loss Job Action Sheet** |
| **Position:** **Maintenance Person** |
| **Position Assignment:** 1 Maintenance staff person |
| **Reports to:** Incident Commander |
| **All Power/ Electricity Incidents Response Tasks:**   * Contact Maritime Electric to advise of outage and to determine the length of the outage if necessary (if possible) * Advise staff on the length of the outage (if possible) * Receive notification calls after hours * On call maintenance staff will remain in contact with the facility or, based on the situation, report to the facility (if after hours) * Inform the Incident Commander of needed resources (e.g. extra staff, supplies, batteries etc.) * Assist with the distribution of additional supplies as necessary   **Power Outage Response Tasks:**   * Ensure the generator is functioning properly (if on site) * Arrange for maintenance of generator as necessary to ensure continued functioning * Ensure building systems are functioning as expected (when on site) * Monitor generator fuel levels * Arrange for refueling of the generator as necessary * Prioritize the allocation of backup power in conjunction with the RN Supervisor/Incident Commander to conserve fuel if necessary   **Generator Failure Response Tasks:**   * Maintenance person will report to the facility immediately to assist (if after hours) * Contact the generator service contractor immediately * Advise other department leads on the cause and length of generator loss as necessary * Contact Atlantic CAT for generator rental (506-852-4545) if necessary * Assist in the acquisition and set up of additional backup generators as necessary |

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| **Power Loss Job Action Sheet** |
| **Department:** **Nutrition Services Workers** |
| **Department Lead:** Centre Manager |
| **Team Assignments:** 2 Cooks (6am – 2pm and 10am – 6 pm overlapping), 1 Nutrition Service worker |
| **Reports to:** Incident Commander |
| **Power Loss Incident Response Tasks:**   * Ensure critical equipment is functioning as expected   **Generator Failure Incident Response Tasks:**   * Begin use of disposable dishes for meal service * Consider, in conjunction with the Incident Commander, the need and ability to transfer food from fridges and freezers to alternate locations to prevent spoilage * Begin hand washing of equipment (pots, pans etc.) * Alter meal plans as required * Consider, in conjunction with the Incident Commander, the need and ability to access food services from an external source (e.g. KCMH, Riverview Manor, local restaurants, etc.) |

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| **Power Loss Job Action Sheet** |
| **Department:** **Environmental Services** |
| **Unit/Department Lead:** Centre Manager |
| **Team Assignments:** 1-2 House Keeping (6am – 2pm and 10am – 6 pm overlapping), 1 Laundry (Monday - Friday) |
| **Reports to:** Incident Commander |
| **Generator Failure Incidents Response Tasks:**   * Suspend Laundry Services * Alter cleaning schedules as necessary * Work with Incident Commander to access off site laundry services if necessary |

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| **Power Loss Job Action Sheet** |
| **Position:** **Runner** |
| **Reports to:** Person who assigned task |
| **All Power/ Electricity Incidents Response Tasks:**   * Deliver verbal or written messages as required * Deliver any return message * ALWAYS return to the individual who assigned you as a runner and provided the initial message whether a return message was given or not |

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| **Critical Contacts** | | |
| **Organization/Name** | **Reason to Contact** | **Contact Number** |
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