

## Annex E: Electrical Power Outage Guidance

**This document can be customized to your own facility/agency needs**

**Purpose:** To provide auxiliary power to designated areas within the facility/agency to operate life-support equipment if normal power supply fails.

If the facility/agency has an emergency generator that should automatically activate in the event of a power outage. The generator operates on [insert fuel type] and if the supply of fuel is not damaged or disrupted. The generator can provide the facility/agency with a minimal supply of electricity.

**Procedure:** In the event of a power outage, the following action should be taken:

1. Immediately identify any residents that require oxygen concentrators or other life support equipment. Move the resident to areas supplied with emergency power (commonly outlets that are red).
2. Gather all flashlights and other needed supplies. Check on all residents to ensure their safety.
3. Calm any residents experiencing distress.
4. Make sure back up phones are available (cell phone)

### Facility generator(s) DO NOT:

- Provide heat or water
- Provide power to laundry or kitchen
- Operate fire alarm system (this is on its own battery back-up system)
- Operate the phone system

### Areas equipped with emergency lighting:

- Front lobby
- Hallways
- Break room
- Laundry room
- Boiler room
- Stairways

**\*See Appendix H for additional information on Shelter in Place or Appendix I for additional Evacuation information\***

### Portable and mobile generators

Per NFPA 70, portable and mobile generators should:

- Have all wiring to each unit installed in accordance with the requirements of any of the wiring methods in Chapter 3.
- Be designed and located to minimize the hazards that might cause complete failure due to flooding, fires, icing, and vandalism.
- Be located so that adequate ventilation is provided. Typically, this may be accomplished by locating a portable or mobile generator outside of the building.
- Be located or protected so that sparks cannot reach adjacent combustible material.
- Be operated, tested, and maintained in accordance with manufacturer, local and/or State requirements.

## Loss of telephone service guidance

**Purpose:** In the event that there is a power outage, or other circumstances in which the facility/agency is out of telephone service, it is important that staff know how to respond in such a situation. The facility's/agency's operation depends on the use of telephone a great deal.

It is important that personnel can communicate regarding resident care to emergency personnel, residents' clinics, and residents primary care physicians. It is also important to be able to make emergency contact if needed. The following procedures should provide clear guidelines for staff to follow if this situation occurs.

Identify what type of phone system your facility/agency has. Is it, Voice Over Internet Protocol (VOIP), or an analog system (landline); when the power is out, VOIP will not work, but an analog system will.

### Procedures:

1. If telephone service is lost due to outside causes, the telephone company must be notified immediately.
2. If the facility has an old analog emergency phone system, plug it in.
3. If the Emergency Phone does not work or the facility does not have one, a designated person, should go to the nearest operating telephone available to report the loss, and as much information concerning the outage as possible.
4. If the telephone service is anticipated to be out for an indefinite period, have an alternate means to receive information (radio, cellphone, email, text, etc.).
5. A designated person and vehicle must always be ready to depart in an emergency to report any disaster requiring emergency services from the police, fire department, or ambulance.

**\*See Appendix C.1 and C.2 for more information on Communications \***