

Riverview Gardens - Municipality of Chatham-Kent

EMERGENCY RESPONSE PLAN ELECTRICAL SUPPLY DISRUPTION – ANNEX I

Policy Code: EME POW

Issued: March 2010

Revised: May 2025

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Policy

Riverview Gardens will be prepared for and respond in the event of an electrical supply disruption. RVG will implement the following procedures.

Procedures

Hydro Outage

In the event of a hydro outage the diesel generator will automatically start up. There may be a slight delay while this takes place and the lights may flicker during the transition.

Please note: not all equipment and outlets function on the back-up generator. For a list of equipment refer to the section titled Equipment on Back-up Generator.

Charge Nurse Responsibilities

The Charge Nurse should try to determine if it is just Riverview Gardens who has lost power, or if the entire block is without hydro by looking outside the facility and determining if the neighbours have power. If unable to determine if it is just RVG or the entire block by an outside visual, contact Entegrus to confirm what the power loss is affecting:

Entegrus
519-352-6300

The Charge Nurse should go to the enunciator room to ensure the magnetic locks on the stairwell are re-engaged once the Operations Chief has reset them both when the diesel generator activates and when hydro is restored. This must be done immediately and can be delegated to another employee. If the Operations Chief does not go down, the Charge Nurse will reset the mag locks and complete Operations Chief duties as the back up.

If the power remains on diesel generator for two (2) hours, the Charge Nurse will contact maintenance. If the Charge Nurse has any concerns over the reason for the power outage they will contact maintenance.

Days/Evenings – 7:00 am to 11:00 pm

Manager/RN in Charge to contact Maintenance

Maintenance Spectra 1 6706

Maintenance Spectra 2 6709

(If Spectra 1 is not answered, use Spectra 2)

Nights – 11:01 pm to 6:59 am

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RN in Charge to contact Maintenance on Call phone

Maintenance Phone.....519-359-4806

Operations Chief Responsibilities

The 2W RPN (Charge Nurse if 2W RPN is not able), using the keys from the Operations Chief vest for a Code Red, will have to go down to the enunciator room and reset the magnetic locks when the diesel generator kicks in and when hydro is restored, the elevators and ensure the back gate is locked.

Each time the magnetic locks are reset the 2W RPN will make an announcement advising staff that it is completed. Staff at this point should ensure everyone is safely accounted for.

Magnetic Lock Reset



The magnetic locks must be manually reset after a power failure. Following the power failure the green light should be lit up indicating the doors are released. To secure them turn the key to the right and then back to the centre position. When the doors are secure the red light should be on, as shown in this diagram.

If elevators are on the ground floor with the doors open, they will need to be reset using the below instructions.

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Resetting the Elevators

Public Elevators



Service Elevators



On both elevators, turn the key in the fire recall slot, as shown in the pictures, on the elevator panel to "reset" and then back to the neutral position.

6W RPN Responsibilities

In the west care centre on the 6th floor located on the wall there is a box with a key that must be turned to reset the magnetic locks on the stairwells doors for the 6th floor. Turn it to the left and then the right, the light should come on, you may have to do this twice. This will need to be completed when the diesel generator kicks in and when hydro is restored.

Please note: 6th floor must reset their magnetic locks separately from the rest of the facility. When the 2W RPN announces that the magnetic locks are reset in the facility the 6W RPN can reset the doors on the 6th floor.

Staff responsibility During Hydro Outage

All staff on duty during a hydro outage that encounter a piece of equipment, such as an oxygen compressor or a bed that is not plugged into the correct outlet, should switch these items to a red plug.

Staff will immediately check and monitor stairwell doors until it is announced by the 2W RPN that the magnetic locks have been reset.

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Supervisors/Managers Responsibilities

All supervisors/manager if onsite will report back to their units/departments to provide guidance and assistance as required.

Maintenance Responsibilities

If hydro outage is suspected to be caused by a mechanical failure, Maintenance will contact: Maintenance Supervisor

If hydro outage is suspected to be caused by an electrical failure, Maintenance Supervisor will contact:

Honey Electric
519-351-0484

Elevator Usage

Elevator 3 (Service Elevator closest to Kitchen) will automatically switch to emergency power. Elevators not under emergency power will automatically go to ground floor and doors will open.

Staff will be expected to take the stairs back to their units unless working on the 4th floor or higher, or they are transporting supplies and/or equipment.

Every attempt should be made by staff to limit the number of trips taken on the public elevator. Any supplies and/or equipment that can be brought up to the floors at a later time should also be delayed.

Diesel Generator

The diesel generator is found in the Penthouse and automatically cycles on when there is a power failure.

Fuel

The fuel tank for the diesel generator is found outside the facility on the east side of the building. It contains enough diesel to operate the generator for 3 -5 days depending on usage.

The fuel supplier for the diesel tank is:

Waddicks
Chatham
519-354-0110

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Malfunction

In the event of a malfunction of the generator the maintenance staff will immediately notify the Supervisor, Maintenance Services, who will then take the following steps:

- Assess the situation and evaluate the extent of the repair;
- If length of repair is unknown or cause of malfunction is unknown, notify the Director, Senior Services or designate;
- The contact for repair:

CF Industrial
Office: 1-519-322-3211
Cell: 1-519-796-4330

The Director, Senior Services will determine, what if any, but not limited to, the following needs to take place based on the estimated repair time of the generator:

- Contacting MOLTC;
- Establishing EOC;
- Notifying General Manager;
- Notifying EMT;
- Gathering of supplies and equipment for in the event of a power failure while the generator is malfunctioning.

Diesel Generator Equipment Coverage

Throughout the home there are two different coloured electrical plugs. Only those that are red in colour or designated will continue to operate if power is supplied by the diesel generator.

All essential equipment, such as oxygen, beds, etc need to be plugged into these outlets. If an extension plug is required due to a resident having more than 2 essential pieces of equipment, contact maintenance for access to one.

Below are charts outlining what equipment will operate on the generator and which equipment will are not on back up generator. It is organized in alphabetical order based on resident care rooms, common areas, staff areas, equipment and offices.

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Items on Diesel Generator

Resident & Support Rooms – on generator
Care centres have one light and red plugs for computers
Light in entrance to resident's room
Med rooms have a red plug – medication fridges must be plugged into these at all times
One light above sink in shower area of spa
One light in entrance to spa
One light in resident bathroom
One light in toilet area in spa above sink
One light in tub room
Resident washrooms on the floors by the dining room has one light

Common Areas – on generator
Chapel has 2 lights
Dining rooms have some limited lighting
Hair salon has one light
Light in public bathrooms on ground floor
Some light in Great Room
Some light in King entrance
Some light in main corridor on ground
Some light in Robertson entrance
Strategically placed lights throughout the home
The main light in the centre of the corridors

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Staff Areas – on generator

Female locker room has some lights

Home kitchen has one light

Male locker room has some light in bathroom area, urinal and hands free sink on power

One light in the back storage room in service corridor

Partial lights in staff education room

Servery has one light

Service area by elevators on each floor has one light

Some lights in the main kitchen

Staff bathroom by scheduling office has a light

Staff lunch room has some light, the fridges in the staff lunch room, vending machine in staff lunch room

Equipment – on generator

1 fridge (2 door unit) in each servery

1 mixer in main kitchen

1 service elevator (the one closest to the main kitchen)

10 tubs, 1 in each of the spa's on the units

75 lb drier

100lb washer

2 coolers in main kitchen

2 freezers in main kitchen

Air handler 1 through 3 which are for the residential rooms

Air handler 4 & 5 which are for the service areas, including public corridors etc

Air handler 6 which is for laundry

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Equipment – on generator
HR/telestaff & spare cubicle has a red plug for computer
Board room has one red plug
Boilers (for heat)
Director Senior Services & AA1 office have red plug for computer (but can't access Lyn's)
dish machine on the units, but only low temp for water (booster not on generator)
Dishwasher in main kitchen
Domestic Hot water heaters
Drier exhaust fan in laundry (without this the one drier won't run)
Enunciator room has light
Fire Alarm Panel
Food processor in main kitchen
Gas valve for the line leading to the gas stove is electronically controlled and is on back up power. (It is tied into the fire alarm system, the fan system, the hood and the suppression unit for extinguishing fires.)
Magnetic locks
Male locker room has some light in bathroom area, urinal and hands free sink on power
Med rooms have a red plug – medication fridges must be plugged into these at all times
Network is on backup (apparently)
Photocopier in front office is on backup as of January 14 th 2009
Punch clock on backup (can only be accessed from Annette's computer)
Red electrical plugs
Sound system in the pub has power (not the TV's though)
Staff lunch room has some light, the fridges in the staff lunch room, vending machine in staff lunch room
Stairwells have lights and exit signs

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Equipment – on generator

Telephone system

The ninja's in the soiled utility rooms on the units

Offices – on generator

Administrative assistant has a red plug for computer (but can't access – behind desk)

Dietary Supervisor's office has a light

Director, Senior Services has a red plug

Food production coordinator's office has a light

Front offices have at least one light each

Inventory Control office has some light

Maintenance shop has some lighting

Maintenance Supervisor's office has a light

RN office has some lights

Items Not on Diesel Generator

Common Areas – not on diesel generator

Hair salon equipment does not have power

Tea room has no lights

Staff Areas – not on diesel generator

Bathroom in front admin suite does not have lights

Chute room on ground has no light

Chute room on the floors have no light

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Staff Areas – not on diesel generator

Dry storage room in kitchen does not have a light

Garbage room on ground has no light

Garbage room on the floors have no light

Med rooms have no lights

Staff washrooms on the floors do not have a light (can use resident washroom's beside them)

Equipment – not on diesel generator

Air handler 8 - leasable space

Any white electrical plug

BBQ shed does not have power

Ceiling lifts - they will only last as long as the charge that's in them

Chiller – if power is lost in the summer the facility will have no air conditioning. Back up is the humidifier panels.

Combi ovens in kitchen

Compactor – big issue, would need to get a bin in

Most hands free sinks are not on power, a few are, but at this point we have no list.

No exterior lighting – not in the parking lots or at the doors

Scale in laundry has no power

Small fridge & freezers in serveries

Small washer/driers on units

Soap dispenser for laundry washing machine – we could run an extension cord to a red plug in order to run the one machine

Offices – Not on diesel generator

Dietitian's office has no lights

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Dietitian's office has no red plug
Local Systems Support office no power
Information Centre has no lights
Supervisor, Environmental Services office has no lights
Supervisor, Environmental Services office has no red plug
Union offices no power
Social Worker office has no power