

REMOVE FROM FOLDER & COMPLETE THIS FORM

GENERAL STAFF - POWER OUTAGE

Power Outage Facility ICS Org Chart on next page

- Turn off unnecessary electrical equipment.
- IF equipped, is the generator working? If the generator has not started, immediately inform the Incident Commander.
- Report to the Incident Commander to receive an update about the situation.
- Follow the directions of the Incident Commander to maintain operations and provide care for clients.
- Provide reassurance to clients and visitors to keep everyone calm.
- Maintain close supervision of clients that are prone to wandering as wander guard or maglocks may not be operational depending on your facility.

GENERAL
STAFF
ACTION
SHEET

INCIDENT COMMANDER - POWER OUTAGE

Power Outage Facility ICS Org Chart on next page

- Immediately contact MB Hydro at 1-888-MB HYDRO (1-888-624-9376) to report any power outage.**
 - If your phone call is not answered, MB Hydro will be alerted that there is a problem with the electrical service to your health facility as all phone calls they receive at this number from health facilities are flagged for priority service.
 - MB Hydro may be able to identify an estimate of when service will be restored, as well as the affected areas to assist with planning options.
 - If the power outage is expected to be of extended duration activate Facility ICS.
- Ensure that staff to turn off unnecessary electrical equipment.
- If the outage is contained to your facility inform maintenance staff to investigate and take necessary steps to restore electrical service.
- If equipped, is the generator working? If the generator has not started, immediately contact maintenance.
- Have maintenance ensure that there is at minimum, sufficient generator fuel supply for the duration of the expected power outage.
 - Maintenance to secure fuel supply as required.
- Confirm that FleetNet (if equipped), portable radios and telephones are working.
- Notify Area Manager or designate if the outage is expected to last for an extended amount of time.
- Dependant on weather conditions and expected event duration, arrange for staff to gather anticipated supplies such as blankets, flashlights, batteries, portable radios.
 - If there is no heat consider relocating clients to a common area within the facility to allow for ease in providing necessary care and utilities.
 - Depending on weather conditions, it may be safer to shelter in place rather than attempt to evacuate, consult with the Area Manager or designate.
- Confirm operational status of oxygen supply and arrange for portable tanks to be used if required.
- Refer to ARHA Facility Utility Services listing to identify utility needs or to verify what capabilities the facility can provide with back-up power.
- Have maintenance confirm that the fire alarm system is operational, alert all staff to be vigilant if the system has failed.
- Provide a Facility Status Report Update to the Area Manager as requested, may be verbal over the phone if the fax machine is not operational.

Reporting Forms:

- Incident Report Form QI-XVIII-311(a)
- Post Event Form-P2
- Facility Status Report Form-F5

MANAGER - POWER OUTAGE

COORDINATOR and/or MANAGER(s):

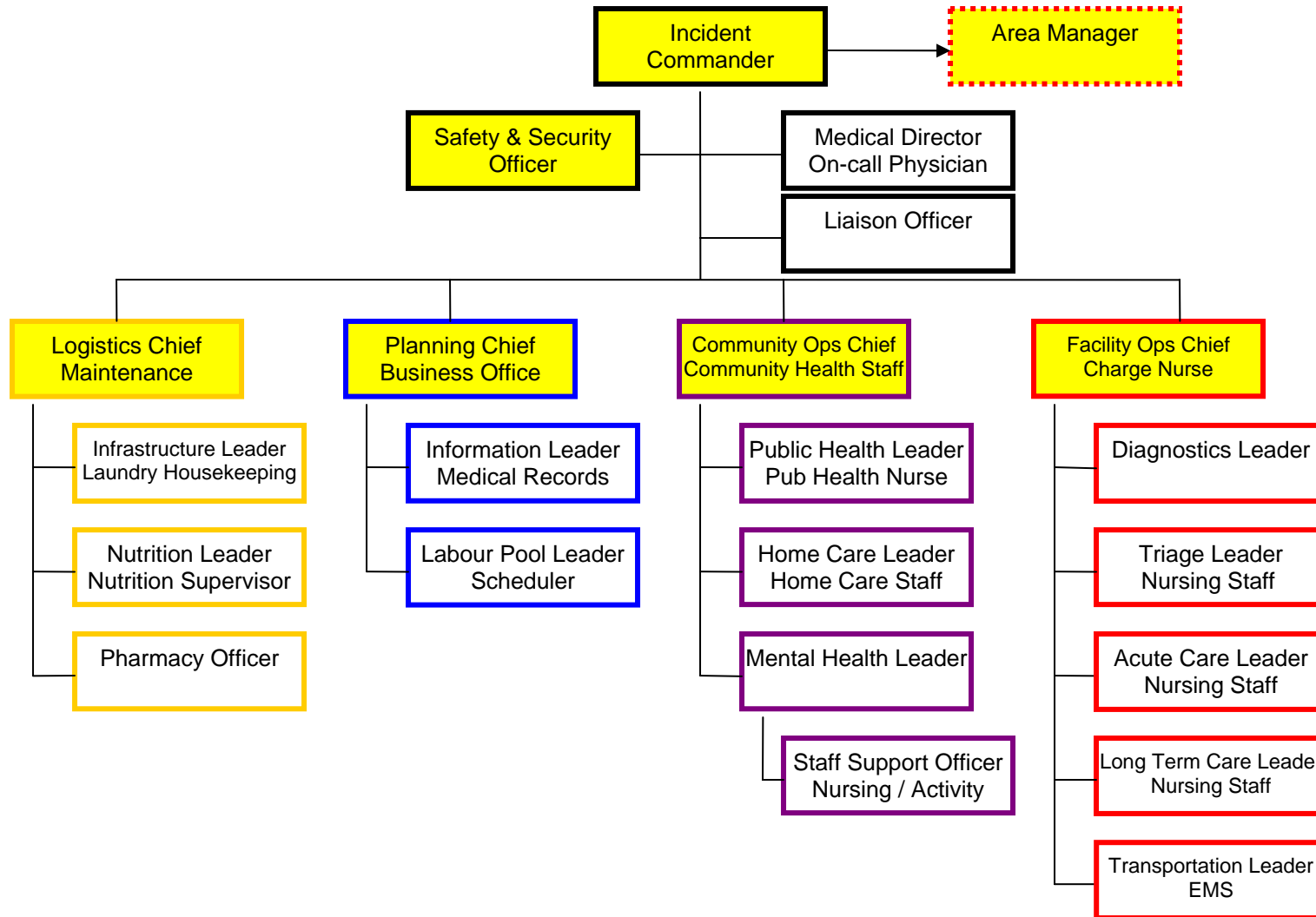
- Ensure that all clients / staff are accounted for and safe.
- If the facility has not contacted MB Hydro then direct the Incident Commander to phone MB Hydro (1-888-624-9376) to get an estimate on the expected duration of the power outage.
- Ensure continuity of care is provided.
- Establish a reporting schedule for the facility to provide Facility Status Reports to keep you informed of the situation.
- Dependant on weather conditions and expected event duration, ensure that the Incident Commander has gathered anticipated supplies such as blankets, flashlights, batteries, portable radios and:
 - If there is no heating, have staff relocated clients to a common area within the facility to allow for ease in providing necessary care and utilities.
 - Depending on weather conditions, it may be safer to shelter in place rather than attempt to evacuate, consult with Executive.
 - Ensure that there are provisions for providing meals for clients and staff.
- Refer to ARHA Facility Utility Services listing to identify utility needs or to verify what capabilities the facility can provide with back-up power.
- If the event qualifies as a Critical Occurrence or Serious Workplace Incident, notify Executive member or designate as per policy QI-XVIII-311.
- Consider the notification of families of clients following the event.
- Consult with the ARHA Executive, for providing the timely and correct release of information to the media.
- Verify completion of all required forms and documentation as required.**

Reporting Forms:

- Incident Report Form QI-XVIII-311(a)
- Post Event Form-P2
- Facility Status Report Form-F5
- Disaster Notification Checklist-D1

Facility ICS – Organizational Chart

Suggested Initial Staffing for: POWER OUTAGE



ARHA Facility Utility Services

Facility	Generator Capacity							Alternate Heat										Water Sewer Services				
	Make	Model	Voltage	Capacity	Present Load	Possible Add Load	Ability to generate heat	Heat Capacity	Adequate to sustain Ops	Areas able to heat	Heat source	Gen takes plug in heat	Kitchen appliance on gen	Have portable elec heaters	Hot Water	Facility sewage lift	Facility lift on backup	Maintain water supply	Able to store water?	Quantity of water storage	Community sewage lift	Community lift gen power
Baldur HC	Onan	JWC-105	120/240	10kw	38amps	None	No	N/A	N/A	none	N/A	No	No	No	No	No	N/A	No	N/A	Yes	No	No
Boissevain HC	Stamford	SP5003PH	600/437	50kw	45	5?	No	N/A	N/A	note 3	gas	No	No	No	Yes	No	note	No	N/A	N/A	N/A	No
Westview PCH	None	N/A	N/A	N/A	N/A	None	No	N/A	N/A	none	N/A	No	No	No	Yes	No	note	No	N/A	N/A	N/A	No
Birtle HC	Scania	D5A01	208	40kw	?	?	Yes	.5hosp0PCH	?	note 5a	propane	?	No	Yes	No	N/A	No	No	N/A	Yes	Yes	No
Carberry HC	Onan	DGEA-3386822	347/600	125kw	?	?	Yes	new areas	Yes	note 6a	boiler	yes,120v	No	Yes	Yes	No	Yes	Yes	500gal	Yes	No	No
Cartwright HC	None	N/A	N/A	N/A	N/A	N/A	No	N/A	No	none	N/A	N/A	No	No	No	N/A	Yes	No	N/A	Yes	Yes	No
Deloraine HC	Fairbanks	EP 593	240	10kw	?	None	No	N/A	N/A	none	N/A	No	No	No	No	N/A	Yes	No	N/A	Yes	No	No
Bren-Del-Win PCH	None	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	none	N/A	N/A	No	No	No	N/A	Yes	No	N/A	Yes	No	No
Elkhorn PCH	Kohler	60R0ZJ91	347/600	60	?	?	Limited	1 room	No	commonroom	baseboard	No	fridge only	No	No	N/A	Yes	note10a	N/A	Yes	No	N/A
Erickson HC	Kohler	100ROZ291	347/600	100kw	20	80	No see 11a	N/A	N/A	none	N/A	No see 11b	c/f/outlets	No	No	N/A	Yes	No	N/A	N/A	No	Yes
Glenboro HC	None	N/A	N/A	N/A	N/A	None	No	N/A	N/A	none	N/A	No	No	No	No	N/A	No	No	N/A	N/A	N/A	No
Hamiota HC	Onan	45.0DEF-15R...	208	45kw	30amps	60amp	Yes note13a	acute only	Yes	acute/OR/lab	natural gas	Yes	No	Yes 1	Yes	No	Yes	Yes	cistern	Yes	No	No
Hartney PCH	None	N/A	N/A	N/A	N/A	None	Yes	minimal heat	No	dining room	120 volt heater	Yes	no	Yes	No	N/A	No	No	N/A	N/A	N/A	No
Melita HC	Dale Electric	MF-M37DE	240/120	29.6kw	?	?	No	N/A	N/A	none	110&220 port	some 110	No	No	No	Yes	No	Yes	No	N/A	N/A	Yes
Minnedosa HC	Kohler	100ROZJ-8	208	100kw	maxed	None	Yes	75%	Yes	all limited	boiler, HVAC	No	No	Yes	No	N/A	No	Yes	5000 L	Yes	No	No
Minnedosa PCH	None	N/A	N/A	N/A	N/A	N/A	No	N/A	No	none	N/A	N/A	No	Yes 3	No	N/A	No	No	N/A	Yes	No	No
Neepawaw HC	Stamford	SLD70	120/208	70kw	?	?	Yes	minimal heat	Yes	note 18a	boilers.hotwat	No	No	No	No	Yes	Yes	Yes	No	N/A	Yes	Yes
Eastview PCH	Kohler	100ROZ287	120/208	100kw	?	?	Yes	all	Yes	note 19a	boiler/rooftop	No	s/c/f/outlets	Yes	Yes	N/A	Yes	No	N/A	Yes	No	Yes
Reston HC	Ford7.5Onan	550-EN-15R...	208	50kw	?	None	No	N/A	No	none	N/A	Yes	No	No	No	No	Yes	No	N/A	Yes	Yes	Yes
Rivers HC	Waukesha	VRG-220-Nat Gas	240	30kw	26-28	2 to 4	Yes	boiler 100%	Yes	hosp only	low pressteam	Yes	s/c/f/outlets	Yes	Yes	N/A	Yes	No	N/A	Yes	Yes	Yes
Rossburn HC	Stamford	AC234C	208	40kw	38	2	No	N/A	N/A	none	N/A	No	c/f/outlets	Yes	No	N/A	Yes	No	N/A	Yes	No	No
Russell HC	Detroit Diese	4061A	120/208	75kw	198amp	Yes	Yes	Full Facility	Yes	All	Boilers	Yes	s/c/f/outlets	No	Yes	Yes	Yes	Yes	1000gal	Yes	No	Yes
Russell PCH	Onan	10.000KB4R/13E	120/208	10kw	?	?	Yes	Full Facility	Yes	All	hotwatercirc	No	No	No	Yes	No	Yes	No	N/A	Yes	No	Yes
Sandy Lake PCH	None	N/A	N/A	N/A	N/A	N/A	No	N/A	No	none	N/A	N/A	No	No	No	N/A	Yes	No	N/A	Yes	?	?
Shoal Lake HC	Onan	DGFB-3385132	347/600	175kw	<50%	50%	yes	hosp only	Yes	100%hosp	propane	No	No	No	Yes	No	Yes	No	N/A	Yes	No	No
Souris HC	Kato Ac Gen	75SV9E	120/208	75kw	80%	None	Yes	80%	Yes	All of facility	hotwaterboilers	No	s/c/f/outlets	No	Yes	?	Yes	No	N/A	Yes	Yes	Yes
Treherne HC	Onan	120DJCR/2198AA	120/240	12kw	?	?	Yes	75%	Yes	acute/hosp	boiler/hotwater	Yes	No	Yes	Yes	No	Yes	No	N/A	N/A	N/A	No
Tri-Lake HC	Detroit Diese	Type SG1280	347/600	100kw	95kw	None	Yes	all	Yes	note 29	natural gas	No	s/c/f/outlets	No	Yes	Yes	Yes	No	N/A	Yes	No	No
Viriden HC	Onan	60ENL35382E	120/208	60kw	75kva	?	yes	hosp only	No	O.R.	elec baseboard	No	No	No	No	Yes	No	Yes	No	N/A	Yes	note
Sherwood PCH	None	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	none	N/A	No	No	No	No	N/A	Yes	No	N/A	Yes	No	note
Wawanesa HC	Onan	DGDA-3380218	600	80kw	?	?	Yes	prop boilers	Yes	acute/note32	forced air	No	no	Yes	Yes	No	Yes	No	N/A	Yes	Yes	Yes