

# POLICY MANUAL

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**Subject:** Electrical Outage

**Effective Date:**

**Initiated By:** Russell Taylor  
Support Services Supervisor

**Approved By:** Tim Tull  
Chief Fiscal Officer

**Review Dates:** 11/06RT, 07/10 RT/Committee  
08/11 RT, 10/12 RT, 11/13RT, 11/14 RT

**Revision Dates:** 12/05 RT

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## POLICY:

To ensure the continuation of services, safety and comfort of our patients, staff and visitors, Cumberland Heights has instituted the following procedure in the event of loss of electrical service.

## PROCEDURE:

### RIVER ROAD FACILITY

1. If a failure occurs, determine if the outage is localized, (one building or one area in a building) if the occurrence is multiple buildings, or facility wide.
2. Notify Nashville Electrical Service at 234-0000 of the outage if more than one building is affected.
3. Notify the Support Services Department of the outage for either a localized or facility wide outage.
4. If the outage is localized the Support Service Department will repair the problem or if it is deemed that they do not have the material or expertise to correct the cause then they will contact P&F Electric at 405-5252 for repair of the problem.
5. In the event that the outage is localized and can not be repaired within the next twenty four hours then a decision will be made by the department that is effected and Executive Management as to contingency plans.

**NOTE:** Contingency plans will be made based upon the mix of patients, the weather situation, available unused beds and rooms, therapeutic evaluation of the community. Plans can consist of combining patients into one building with additional staff, moving programs into different buildings, etc. However, **at no time** should adult and youth patients be mixed.

6. In the event that the outage is facility wide and is going to last longer than an hour and half (battery back up time) then a decision will be made with Executive

(continued)

Management and Managers as to whether the [Disaster Plan](#) will be put in effect or the use of temporary power will be used. This will be determined by:

- A. Time of year and weather situation
  - B. Length of time the outage will last
  - C. The effect on treatment of patients
  - D. The effect on the safety and comfort of the patients and staff.
7. The locations of the shut off devices for the electrical systems are located in the utility drawings in the Safety and Security Manuel in each department.

## **OUTPATIENT FACILITIES**

- 1. If a failure occurs, determine if the outage is localized (an area within the site or building) or the whole site is effected.
- 2. If the site is within a larger facility notify the Management of the property as to the problem whether it is localized or the complete site.
- 3. If the site is stand alone notify the local utility if the outage is building wide. If the outage is localized notify the Support Services Department of the problem. The Support Service Department will determine whether an outside contractor is called.
- 4. If it is determined that the outage will effect the treatment or safety of our patients then Executive Management will be notified to determine if the disaster plan will be put into effect.
- 5. Outpatient locations are not equipped with emergency power other than battery back ups on the emergency lighting and fire alarm panels.