

# POLICY MANUAL

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**Subject:** HVAC Outage

**Effective Date:**

**Initiated By:** Russell E. Taylor  
Director Support Services

**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

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## POLICY:

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

## PROCEDURE:

### River Road Facility

1. If a failure occurs, determine if it is localized or facility wide.
2. If the failure is facility wide refer to Electrical Outage Policy and Procedure.
3. Notify the Support Services Department and explain the problem.
4. Kimbro Mechanical 615-620-0600 is our vendor for repair and maintenance of our HVAC systems. Support Service personnel will investigate the report and then notify Kimbro Mechanical if a repair is necessary.
5. If the outage 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. The location of the shut off devices for the HVAC system is located in the utility drawings in the Safety and Security Manual in each department.

## OUTPATIENT FACILITIES

1. If a failure occurs notify the Support Services Department of the problem.
2. The Support Service Department will repair the problem or call Kimbro Mechanical for repairs.
3. If it is determined that the outage will effect the treatment or safety of our patients then the outpatient coordinator with Executive Management will make the decision for contingency plans based on the present situation at the site.