



Power Outage Contingency Plan

GRANDVIEW LODGE

Grandview Lodge is nearing the completion of Phase 1 of the HVAC project, which involves replacing our existing transformer, as the current one cannot support the electrical load for the new air handlers. On Wednesday, June 5th, 2024 power will be shut down for approximately 12 hours to facilitate this transition. In order to prepare for this shutdown, we have created the following contingency plan for all departments.

FACILITY OPERATIONS

PREPARATION/ PLANNING

Maintenance

- Ongoing consultation with Project Coordinators and onsite workers day of shut down
- Troubleshoot items/issues as they arise throughout duration of shut down
- Monitor generator for general operation and diesel consumption
- Monitor mechanical room for hot water temperatures
- Assists other departments as required
- Triage priority workorders
- Obtain additional cooling equipment as needed
- Assist construction team as required
- Cordoned off parking lot for generator and cranes
- Cancel/reschedule any/all van runs
- Adjust Maintenance Worker schedules to accommodate for the power outage

LOSS OF POWER WITH GENERATOR BACK-UP

PER Policy: EMP-12 Loss of Essential Service

Communication Equipment

- When on back-up generator, electrical power will power identified essential equipment including IT equipment and phones.
- Phones are VOIP and run off of the internet.
- Grandview Lodge has a designated landline in case of internet and phone disruption.
- When phones and computers go down, a critical alarm will be sent to IT automatically, and they will be dispatched immediately. Computers throughout the Home are plugged

into battery backup devices to sustain short term needs. Offices and office computers are not deemed essential.

LOSS OF POWER WITHOUT GENERATOR BACK-UP (GENERATOR FAILURE)

PER Policy: EMP-12 Loss of Essential Service

Maintenance Staff Responsibilities

- If the generator fails to initiate, call service provider for immediate generator repair.
- If required, call service provider to provide portable generator to provide back-up power to the Home.
- Upon restoration of power, survey all equipment and ensure full functionality including HVAC equipment.

AUXILIARY POWER RECORD (RED RECEPTACLES AND GENERATOR POWER)

See Appendix A - Equipment and Systems Checklist

SYSTEM AND EQUIPMENT	WHAT WAS OBSERVED	AREA INSPECTED	HOME AREA
RESIDENT HOME AREAS			
Lighting	Functional	Nurses Station	All Home Areas
Lighting	Functional, except Marsh View	Dining Room	All Home Areas
Lighting	Functional	Resident Hallways	All Home Areas
Lighting	Functional	Resident Bathrooms	All Home Areas
Lighting	Functional	Resident Rooms (check 2 or 3 rooms)	All Home Areas
Lighting	Functional	Med Room	All Home Areas
Lighting	Lighting Functional Limited Power	Tub Room	All Home Areas
Computers	Functional	Nurses Station	All Home Areas
Phones	Functional	Nurses Station	All Home Areas
PSW Phones	Functional	Nurses Station	All Home Areas
Emergency power (Red Plugs)	Functional	Nurses Station	All Home Areas
Emergency power (Red Plugs)	Functional	Resident Rooms (check 2 or 3 rooms)	All Home Areas
Door Mag Locks	Functional	Exterior Doors	All Home Areas
Door Mag Locks	Functional	Exterior Doors Common Space	
Digital Pen	Functional	Nurses Station	All Home Areas
Nurse Call System	Functional	Resident Rooms (check 2 or 3 rooms)	All Home Areas

SYSTEM AND EQUIPMENT	WHAT WAS OBSERVED	AREA INSPECTED	HOME AREA
KITCHEN			
Lighting	Functional	2 nd & 5 th row of lights in Kitchen	
Natural gas to equipment	Functional	Includes: Rational, Convection Ovens, Tilt Fryer, Steam Kettle, Range, Convection Ovens.	
Dishwasher	Unavailable	3-Compartment Sink as fallback	
Fridges	Functional	Walk-In Only	
Freezers	Functional	Walk-In Only	
Blixers	Functional		
Stand Mixer	Functional		
Ice Machine	Unavailable		
Hot Water Machine	Unavailable		
Juice Machine	Unavailable		
Coffee Maker	Functional	Kitchen Only	
Other Plug-In Equipment	Functional when plugged into Generator Outlets (Red)		
SYSTEM AND EQUIPMENT	WHAT WAS OBSERVED	AREA INSPECTED	HOME AREA
BOILER ROOM			
Boilers (1, 2,3)	Functional	Boiler Room Main Floor	
Hot Water Tanks	Functional	Boiler Room Main Floor	
Pumps & Motors	Functional	Boiler Room Main Floor	
SYSTEM AND EQUIPMENT	WHAT WAS OBSERVED	AREA INSPECTED	HOME AREA
LAUNDRY			
Washers	One (1) of Four (4) Functional	Washing Area	
Dryers	One (1) of Four (4) Functional	Drying Area	
Lighting	Functional	Laundry room	
SYSTEM AND EQUIPMENT	WHAT WAS OBSERVED	AREA INSPECTED	HOME AREA
BUILDING CORE			
Lighting	Functional	Gathering Room	
Lighting	Functional	Board Room	
Lighting	Flashlights are in the area for use	Men's Change Room	

Lighting	Flashlights are in the area for use	Women's Change Room	
Lighting & Power	Functional (microwave Functional)	Staff Lunch Room	
Lighting	Functional	Main Hallway	
Lighting	Functional (Red Plugs Available)	Auditorium	
Lighting & Power	Functional (Red Plugs Available)	Hearing Clinic	
Lighting & Power	Emergency light packs on, internet, landline	Maple Grove Place	
Lighting	Functional	Maple Grove Place Main Hallway	
Lighting	Functional (Limited lighting)	Senior Support Office	
Lighting & Power	Functional (Red Plugs Available)	Adult Day Program	
Lighting	Functional	Smoke Room	
Lighting	Functional	Family Room	
Lighting & Power	Lighting Functional Limited Power	Physio Room	
Lighting & Power	Lighting Functional Limited Power	Volunteer Centre	
Lighting & Power	Lighting, Internet, Phone Functional	Evergreen North	
Lighting & Power	Lighting Functional Limited Power	Family Suite	

RECORD POWER OUTAGE DETAILS – SUPERIOR BOILERS

See Appendix B – Grandview Lodge Main Electrical Service Upgrade Risk Assessment

Date: Wednesday June 5, 2024

Time: 07:00 – 18:00

Duration: Approx. 8 + hours

ESTIMATED SCHEDULE

7:00 AM Temporary Generator to Existing DP-1

7:30 AM Hydro One to Provide Isolation of Main Service and issue hold-off guarantee.
Disconnect Secondary Cables Feeding Old Switchboard

8:30 AM Proceed to install new feeder cable into old main switchboard from new Main Fully Commissioned switchboard.

4:00 PM Release our station guarantee to Hydro One and allow them to energize the new Service.

4:30 PM Disconnect Temporary Generator and re-connect DP-1 Feeders

5:00 PM Remove temporary generator.

HYDRO ONE AGILE RISK REGISTER

See Appendix C – Hydro One Risk Registry

Hydro One has determined that during a planned power outage, the following should take place:

- Appropriate Staff will be on site to ensure the daily operations run smooth
- If an issue arises with the new service. The old service will remain intact until the new service is confirmed okay to use by electrical contractor.

RISK ID NO.	RISK CLASS	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION STRATEGY	ACTION	OWNER	REASSESSMENT DATE
	Scope	De-energize Primary 27.6kv Feed to 657 Lock st.	No Power to the Facility @ 657 Lock st.	3	3	9	Appropriate staff on site to perform work	Accept with No Action	HONI	
	Scope	Transfer 27.6kv Feed to new service	Internal issue with new service feed or new 1000kva transformer	3	3	9	Old service to remain intact until new service is confirmed ok to use by electrical contractor	Accept with No Action	HONI	

DIETARY SERVICES

PREPARATION/ PLANNING

The power outage will have a direct impact on Dietary Services provided to the Residents throughout the entire day. The following responsibilities will be delegated:

Dietary Supervisor

1. Refer to policies pertaining to loss of essential services when planning alternate plans for meals and meal service in emergency situations;
 - a. Emergency Meal Service Planning (VIII-5)
 - b. Emergency Meal Planning (Loss of Essential Services) (VIII-20)
 - c. Heat Alert – Elderly (VIII-6)
 - d. Heat Alert – Staff (VIII-6.1)
 - e. Basic Menu for Emergency Situations (VIII-5.1)
 - f. Emergency Menu Sample (VIII-5.2)
 - g. Food Temperatures at Point of Service (VII-10)

- h. Point of Service Food Temperature Record (VII-10.1)
 - i. End Point Cooking Temperatures (VII-10.2)
 - j. Ware Washing/Dishwashing (VIII-10)
 - k. Manual Ware Washing/Dishwashing Temperature and PPM Record (VIII-10.1)
 - l. Safe Use & Cleaning Procedure – Food thermometer (X-5.36)
2. Adapt the sample emergency menu (VIII-5.1) to meet the basic nutritional requirements of Residents considering the following:
 - a. Availability of utilities (gas, electricity and water) for food preparation, serving and ware washing;
 - b. Availability of water for cooking, drinking and sanitation;
 - c. Availability of staff;
 - d. Availability of food and supply deliveries;
 - e. Ability to meet modified diet needs; and
 - f. In hot weather situations, availability of hydration stations on each unit, replace soup with juice, replace hot entrée with a sandwich, and provide extra popsicles and ice cream.
 3. Direct, assign and supervise staff to meet the needs of the situation.
 4. Ensure proper sanitation and safety standards are practiced in food preparation, food distribution and food storage areas.
 5. Keep all arrangements current with partnered facilities (Maple Grove Place) and resources that will be involved in the Dietary Department Emergency Response Plan for loss of essential services.

Dietary Staff

1. Prepare stipulated meals and deliver food to the designated areas.
2. Monitor/record the fridge/freezer temperatures during power failures. Refrigerated food must be discarded if the power failure causes any food to exceed 5°C (40°F).

Note: *Without electrical power, a full upright or chest freezer may keep food frozen for up to 2 days if the doors are kept closed. A half-full freezer may keep food frozen for up to 1 day. However, if the food has thawed it must be disposed of. Never re-freeze thawed food. If in doubt, dispose of the food.*

3. Porter meals in a safe and sanitary manner, as needed.

Additional Information

- Additional Dietary Aide (1) to be scheduled to assist when and where needed.
 - First priority will be on production of safe and adequate meals/snacks.

- Secondary priority will be to assist with manual ware washing.
- DA will float as directed by immediate Supervisor.
- All equipment in Galley Kitchens and Serveries will be unavailable
 - Temperatures of Food (refer to policies VII-10, VII-10.1, VII-10.2, & X-5.36):
 - End-point Cooking/Holding temperatures will be taken by Cook in kitchen; food to be served promptly following transport to areas to ensure food is served at a safe and palatable temperature.
 - Cold Beverages (drink crystals, water, milk, etc.):
 - To be prepared in large quantities in Kitchen.
 - Dietary Aides to fill up juice/water jugs in Kitchen and transport to areas at time of service to ensure cold beverages remain at or below 4°C/40°F.
 - Ice; ice left in Kitchen ice machine to be depleted before procuring additional bagged ice from retailers in community.
 - Hot Beverages:
 - Hot water to be prepared in large quantities in Kitchen and transported to areas in appropriate carafes at time of service to ensure hot beverage remain at or above 60°C/140°F.
 - Instant coffee packets and individual tea bags will be utilized to ensure adequate supply of Hot Beverages at meals/snacks and limit trips back to Kitchen to provide seamless meal service.
 - Ware Washing (refer to policies VIII-10 & VIII-10.1):
 - Mechanical Dish Machines in Galley Kitchens and Main Kitchen will be unavailable.
 - Dietary Aides to work as a team (assembly line style) and utilize 3-compartment sink in Kitchen to manually wash, rinse, sanitize and dry, all pots, pans, adaptive aides, jugs, trays, etc. from meal and snack service.
 - Once sanitized & dry, return dishes to their designated areas in the Kitchen & Serveries.
 - Meals/Meal Service (refer to policies VIII-5, VIII-20, VIII-5.1, VIII-5.2):
 - No changes to meal or snack times need to take place
 - Breakfast Service: Continental Style cold breakfast options will be scheduled for the day of the power shut-off. (See planned menu for generator power)
 - Lunch Service: 2 cold meal options will be offered to accommodate Resident preferences, but limit use of heat generating equipment in Kitchen & Serveries. Dessert offered will be cold (ice cream/popsicle & fruit) to reduce risk of heat related illnesses among Residents (see planned menu for generator power).

- Dinner Service: 1 hot and 1 cold meal option will be offered to accommodate Resident preferences, but limit use of heat generating equipment in Kitchen & Serveries. Dessert offered will be cold (ice cream/popsicle & fruit) to reduce risk of heat related illnesses among Residents (see planned menu for generator power).
 - Snack Service: snack service and menu will remain the same. Instant coffee & individual tea bags will be utilized on snack carts. Frozen treats will be offered alongside scheduled menu to reduce the risk of heat related illness among Residents.
 - Frozen treats will be included on snack cart.
 - Freezies will be provided for staff, located in Staff Freezers.
- Communication of Altered Menu
 - Altered emergency menu will be communicated to Residents, Visitors, and Staff in print format by EOD May 31st. Menus will be posted in dining rooms above WAG menus.

HOUSEKEEPING AND LAUNDRY

PREPARATION/ PLANNING

Housekeeping

The power outage will not affect the Housekeeping departments daily routine, however the following points should be noted.

- The Building Centre (BC) shift will not be scheduled for floor shift during this time. If a BC Staff is scheduled, they will conduct their routine as usual.
- Any and all vacuuming will be completed the following scheduled shift.
- If the floor is soiled with debris, a broom will be used in place of a vacuum.

Laundry

During the power outage, only one (1) washer and one (1) dryer will be operational. The following steps will be implemented within the Laundry department to follow during this time.

- Linen shall be washed in order of priority i.e., Face Cloths, Hand Towels, Pericloths, Bath Towels, clothing protectors and then general bed linens.
- Resident Clothing will be collected as usual; any items that are not addressed will be prepped for wash one (1) day following the planned power outage.
- While the washer and dryer are in use, Laundry Staff shall label adaptive clothing, assist with the Sewing Room move, audit Resident closets and audit Clean Utility Rooms on the Home Areas.

- Housekeeping and Laundry Supervisor will schedule at least two (2) additional Housekeeping/ Laundry aids for the following day, to assist with backlog of tasks.

NOTE: *If no service is available and the outage lasts longer than planned (on day shift), the Housekeeping and Laundry Supervisor shall make the necessary arrangements for a backup service with the local hospital, if possible or other facilities i.e., Laundromats in the area pending on volume and/or length of time the service will be disrupted.*

Support From Other Departments

- All Staff will be asked to conserve the use of linen.
- Nursing staff will be asked not to strip Resident beds on the day of the planned power outage, unless they have been soiled.

RECREATION

PREPARATION/ PLANNING

- Designate specific roles and responsibilities for Staff.
- Avoid/cancel physical activities and programs.
- Cancel additional special event and services.
- Relocate all programs to the Auditorium
- Continuously monitor weather forecasts and heat advisories to stay informed of potential risks.
- Schedule additional afternoon (12-8 p.m.)Staff (x2) in each end of the Home.
- Encourage Residents to dress appropriately for heat temperatures, if applicable.
- Assist with afternoon/evening meal and snack service

PREVENTION

- Monitor Residents frequently for heat risks.
- Relocate Residents to gather in Auditorium to provide cooler environment
- Relocate Residents to shaded, covered outdoor areas outside of each Home Area.
- Modify scheduled programs to decrease physical activity, provide large group programming.
- Assist Residents to additional hydration stations throughout the Home.
- Provide additional fluids and cool snacks to Residents.
- Provide frequent breaks and rests for Residents and Staff.

LEADERSHIP AND ADMINISTRATION

PREPARATION/ PLANNING

Leadership

- Daily Leadership meetings re: HVAC project, preparations and contingencies
- Daily communication with all departments regarding power outage and contingency plans.
- Communicate contingency plans with Residents at lunchtime meal service the day before the outage and post information in the home areas as reference
- Educate all staff re: power outage and heat related stress.
- Adjust schedule to provide extended coverage and assistance
- Assist with micro-breaks for staff
- Increase home area rounds and check-ins throughout the outage
- Respond to issues that arise

Admin Staff

- Ensure laptops are fully charged.
- Set automatic replies in Outlook, indicating that you're in the office with limited access to phone and email.
- Structure your day around paper-tasks, such as filing, retention, bulletin boards, audits etc.
- Comfortable close toe/heel shoes

Supporting Front Line Staff

- Porting Residents to/from cooling zones.
- Monitor and replenish hydration stations.
- Assist with meal and snack service

- Assist Recreation Programmers with set up/take down of programs.
- Other tasks as assigned.

NURSING

PREPARATION/ PLANNING

All Nursing Staff

- Ensure critical equipment is plugged into auxiliary receptacles (red receptacle power outlets).
- Inform / communicate to all Nursing Staff of roles and responsibilities before day of planned outage.

Task Schedule on next page.

Nursing Department Planned Power Outage Contingency Plan					
Discipline	Topic	Task	Day Shift	Evening Shift	Night Shift
PSWs	ADLs	Feeding	N/A	N/A	N/A
		Bathing	Reschedule or bed bath	Reschedule or bed bath	N/A
		Toileting	N/A	N/A	N/A
		Dressing	N/A	N/A	N/A
		Personal Hygiene	N/A	N/A	N/A
	Transfers	See Mechanical lifts below	See Mechanical lifts below	See Mechanical lifts below	
	Staffing	Additional staff	1 per home area	1 per home area	2 additional floats
	Call bells		1 service bell per resident		
	Equipment	Mechanical Lifts	Charging is done on backup generator power		
POC	Charting	Use of downtime flowsheets if tablets malfunction			
RPN	Equipment	IVs/feeding pumps	Charging is done on backup generator power		
		Vital machines	Charging is done on backup generator power		
		Med carts	Charging is done on backup generator power		
		O2 machines	Charging is done on backup generator power		
	Suction machines	Charging is done on backup generator power			
PCC	Charting	Use of downtime MARs if computers malfunction			
RN	PCC	Charting	Use of paper progress notes if computers malfunction		
	24-hour Charge Report	Reporting	Print off blank report for 3 days to use if computers malfunction		
	Staffing	Call-Ins	Use downtime form (located in the front of the schedule binder)		
QA	Computer	Documentation	If computer does not function, will be reassigned to support RPNs on MV and CV		
RAI	Computer	Documentation	If computer does not function, will be reassigned to support RPNs on BV and HV		

	PCC	Charting	Prepare and provide all downtime forms for each home area (PSW flow sheets, eMARs, eTARs) for 3 days
Nursing Clerk	Power Outage	Emergency Kits	Prepare and distribute power outage emergency kit to each home area and the kitchen 1 day prior to outage
	Power Outage	Bathroom Lighting	Provide flashlight for all public and staff washrooms on the day of the outage
	Safety	Call bells	Distribute service bells to the Home areas 1 day prior to outage
Scheduling	Daily Routines		Work offsite at Administration Building in Cayuga 8:30am-4:30pm
	TOA		Schedulers to provide telephone TOA to Charge Nurse in place of emailed version during the outage
IPAC	Daily Routines		Will be reassigned (TBD) if computer malfunctions