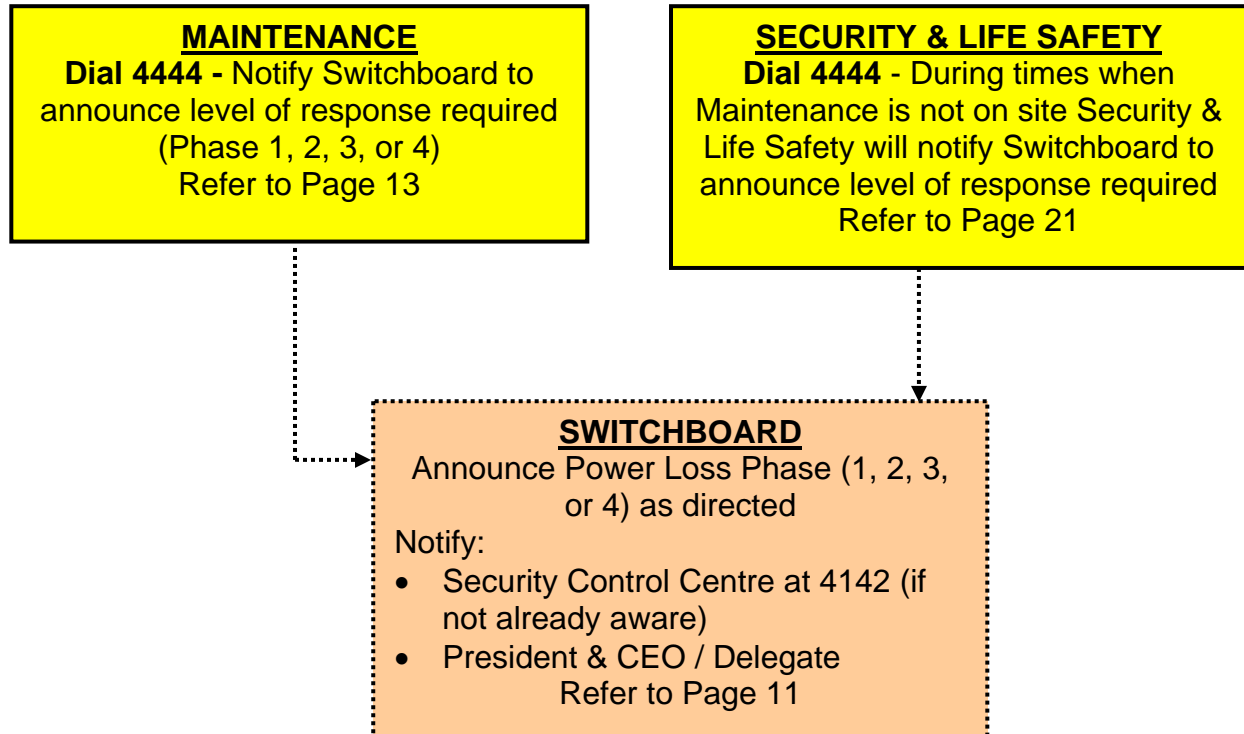
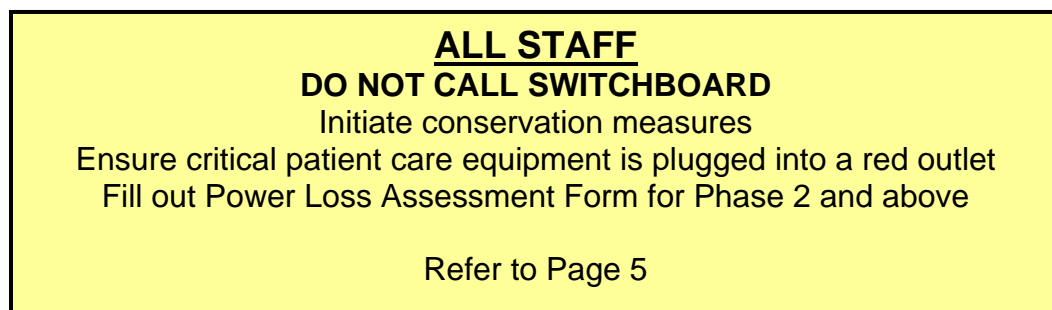


LOSS OF POWER

IN THE EVENT OF A LOSS OF POWER



UPON HEARING A LOSS OF POWER




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	SECTION: LOSS OF POWER
	SUBJECT: GENERAL OVERVIEW

1.0 PLAN TO BE USED IN CASE OF A LOSS OF POWER

The loss of incoming power to the hospital may be isolated (loss of power due to a failure of an internal electrical component such as a breaker) or generally affecting all departments. In the event of a power loss, this plan should be used as a guide to assist with the continuity of patient care and services during the power loss, and for the effective restoration of normal power.

2.0 EMERGENCY POWER

The hospital has two emergency generators. In the event **municipal** power goes down, the emergency generators will start-up providing a continued service for patient care, and other essential areas within the hospital. The generators will start up within approximately 10 seconds and will provide emergency power.

Fuel for 24 hour generator utilization will be kept on site and delivered as required. Maintenance staff will be on site to monitor fuel levels.

3.0 COGEN POWER

The Cogen plant located in the Queen's Central Heating Plant is a joint venture between KGH and Queen's University. It is capable of producing power in the absence of Utilities Kingston's normal supply. When Cogen power is used there is no reduction of services. The Cogen equipment was sized so that it would cover all of KGH's power demand and some of Queen's. Queen's University and KGH Engineering and Maintenance work closely together on Cogen issues.

Cogen power is routinely "activated" by Queens if the cost of electricity is higher than Natural Gas to improve cost effectiveness of both institutions. In the event of a **municipal** power outage Cogen can be "activated" to allow both institutions to be taken off generator back up power. This activation process from a "cold start" is estimated to be 45 minutes, and approximately 20 minutes from a "warm start (standby mode).


In the event of **municipal** power loss, Queen's will immediately activate Cogen. If this does not occur, KGH Maintenance will notify Queen's of the need for Cogen activation.

4.0 IDENTIFYING EMERGENCY POWER SOURCES

Red electrical outlets, or lights switches indicate emergency power service. These red outlets should be used to maintain essential patient care services during a **municipal** power outage. Some patient care areas of the Intensive Care Unit have white plugs but are on emergency power service.

5.0 CONSERVATION MEASURES

Conservation measures should be taken at this time to ensure a continuous supply of power by limiting the use of non-essential electrical devices (radios, coffee makers, air conditioners, etc.).

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: GENERAL OVERVIEW

6.0 ELEVATORS

While operating under emergency power conditions, only select elevators will continue to operate. In these cases, Security & Life Safety will take control of Connell elevator # 7 and Kidd 4 to ensure the continuation of patient transfers and deliveries of meals. Connell elevator # 8 will be designated as a service elevator. Kidd #3 will be designated for visitors. If there was a generator power failure in the Connell elevators 7 or 8, or if there was a need for an alternate Connell elevator, Maintenance staff have a process to use the transfer switch in the transformer room to reroute power to the Connell elevators required. Power would be turned off one of the other emergency back up elevators to accommodate putting power on an additional Connell elevator.

Elevators on Emergency back up Power,

Connell # 7
Kidd # 1 & 2
FAPC # 13 (north)
Victory # 20
Burr # 21(north)
Nickel # 16
Douglas # 14
Watkins # 17
Dietary # 15

Elevators on Normal Power,


Connell # 8, 9, 10 & 11 (specific Connell elevators **may be transferred** to emergency back up by contacting maintenance. .
Kidd # 3,4, 5 & 6
FAPC # 12(south)
Angada #18

7.0 RESUMING NORMAL POWER

In the event of a large-scale power loss, precautionary steps may need to occur before transitioning back to 100% normal power. In these cases you may notice power blips. Once normal power is restored plant equipment will be restarted, (Heating, Ventilation, AC, etc.).

8.0 NOTIFICATION

All areas will be notified whenever the hospital must assume emergency power. In case of non-emergency, or testing, this will be done in advance by e-mail, or hard copy and by phone identified critical areas. In emergency cases notification will be made through the overhead public address system, or by phone. Prior to and upon completion of non-emergency shut downs, or testing, Maintenance will notify the identified critical areas to verify that it is safe to switch to emergency power.

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: GENERAL OVERVIEW

9.0 INCIDENT COMMAND CENTRE

In the event of a hospital power loss, the Incident Commander is the Director of Emergency Management Security & Life Safety / Delegate. Incident Command will be set-up in the Security office on Dietary 1. The Incident Commander is the direct contact for the hospital Emergency Operations Center.

10.0 POWER OUTAGE KITS

In the event of a major power loss, power outage kits are available in each care unit, and support departments. Power outage kits contain flashlights, lanterns and alcohol hand rub. Security & Life Safety are responsible for checking the power outage kits on a monthly basis to ensure they remain stocked and functional. Security will patrol non patient-care areas and supply emergency lighting as needed. Maintenance will set up emergency lighting in the Emergency waiting room and Section C of the Emergency Department until such time as the entire Emergency Department has been converted to emergency power.

11.0 DEFINITIONS

Phase 1 – Loss of Power due to Failure of any internal electrical components and / or power distribution

Loss of power is due to the failure of any electrical components and / or power distribution panel, and only affects a specific area of the hospital. There is no interruption of municipal power to the hospital. This may or may not affect the emergency red outlets or essential equipment. **Reminder: The emergency generator or Cogen will not supply power when there is an internal failure.**

Phase 2 – Loss of Municipal Power / Loss of Cogen power

Loss of municipal power or Cogen power. Hospital emergency power is running on 2 generators.

PHASE 3 AND 4 OCCUR IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER

Phase 3 – Loss of 1 Emergency Generator

Loss of municipal / Cogen power; hospital emergency power is running on 1 generator.

Phase 4 – Loss of 2 Emergency Generators (Code Green)

In the event the hospital lost the use of all generators, and no replacement is available, the EOC will initiate a Code Green (evacuation). Phase 4 may or may not be preceded by Phase 3.

Approved March 2009

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 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – ALL STAFF

RESPONSE

1.0 IF LOSS OF POWER IS DUE TO FAILURE OF ANY INTERNAL ELECTRICAL COMPONENTS AND / OR POWER DISTRIBUTION

Phase 1

All Hospital Staff

DO NOT CALL SWITCHBOARD

A Phase 1 power loss is due to the failure of any internal electrical components and / or power distribution, such as a breaker. It is possible during these times that the **RED** emergency outlets and essential equipment will not work.

The Emergency generator or Cogen will not supply power when there is an internal failure.

- ☐ Assess the impact of the power loss on your area
- ☐ Document any areas **critical to functionality** that are without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward to the EOC
- ☐ Move any critical patient care equipment that is not working to another outlet until it is operational

2.0 UPON NOTIFICATION THAT THERE IS LOSS OF MUNICIPAL / COGEN POWER

Phase 2

All Hospital Staff

All services not on the emergency power generator will be suspended until the return of municipal power. The hospital's PCS may not be available in some areas; it will be necessary to use a manual system. All patient care staff are asked to report back to their units, all ancillary staff (Environmental Services, Transportation, Nutrition, etc.) are to report to their departments.

- ☐ Ensure any critical patient care equipment is plugged into a **RED** outlet (there are white outlets in the Intensive Care Unit that are on generator power. There may be a 10 second delay. If the equipment is not functional, it is not on generator power)
- ☐ All Managers / Charge Staff evaluate impact of power loss on your area
- ☐ Document any areas **critical to functionality** that are without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward to the EOC
- ☐ Await further instruction from Plant Engineering & Maintenance
- ☐ Assess staffing levels

Prepare for response should the power loss be upgraded to Phase 3

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – ALL STAFF

Operating Room

The Kidd OR is on the Mitsubishi generator and the Connell OR is on the Gecko generator. Provided both generators are functioning the OR's will be on generator power. Red power outlets will have power. If one or both generators fail, there will be no power to that area. In the event the Fire Alarm is pulled in the OR areas, there will be no ventilation, so the OR's will either have to shut down or operate without ventilation.

- ☐ Complete OR procedures in process
- ☐ Postpone / cancel upcoming procedures
- ☐ Assess the level of response required
- ☐ Notify the EOC of any emergency medical procedures that require intervention during Phase 2 power loss
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142**

Cardio Vascular Lab

During a power outage the CV Lab will not have emergency generating power for life saving, imaging and monitoring equipment.

- ☐ Complete procedures in process unless the Physician determines that he or she can stop the procedure safely
- ☐ Postpone / cancel upcoming procedures
- ☐ Assess the level of response required
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142**

3.0 UPON NOTIFICATION THAT THERE IS A LOSS OF 1 EMERGENCY GENERATOR IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER

Phase 3

All Hospital Staff

If only one generator is available due to mechanical failure, then services will have to be reduced dramatically to accommodate emergency cases only. A power schedule will have to be developed to handle hospital routine such as use of elevators, heating of buildings, use of patient areas, use of operating rooms and emergency treatment areas. There may be a need to evacuate some areas of the hospital into the Kidd or Connell wing during this phase.

- ☐ Return to your area of work
- ☐ Unplug any equipment not needed for patient care

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – ALL STAFF

- ☐ Shut off all ceiling fans and window air conditioners Await further instruction from Plant Engineering & Maintenance
- ☐ Prepare for response should the power loss be upgraded to Phase 4
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward on to the EOC

Emergency Department

- ☐ Assess patient load
- ☐ Assess the level of response required
- ☐ Notify OR and ICU of any critical patients that require immediate attention
- ☐ Consider possibility of closing the department to incoming patients
- ☐ Contact HDH Emergency Department of the possibility of redirecting patients there
- ☐ Contact Ambulance Dispatch and advise of situation
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward on to the EOC

Respiratory Services

- ☐ Assess the level of response required
- ☐ Prepare to provide medical air tanks and portable suction devices to patient care areas
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward on to the EOC

Infection Control

- ☐ Confirm if anyone is in isolation and requiring a negative pressure room
- ☐ Instruct areas with negative pressure rooms to apply a procedure mask to the patients in the rooms, if tolerated and not contraindicated
- ☐ Assess the level of response required
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward on to the EOC

Clinical Labs (Core Lab, Microbiology, Pathology, etc.)

Although Douglas levels 2 & 3 will have supply air ventilations, exhaust fans work on normal power and labs will have to open windows to exhaust fumes.

- ☐ Prepare to shut down labs on levels 2 – 5, all work to be completed in the Core Lab on level 1

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – ALL STAFF

Central Processing (Decontamination, Wrap & Assembly, Sterilization, Storage, and Distribution)

All equipment will work except the Cart Wash-Sonic Washer; there will be no ventilation.

- ☐ Assess the level of response required
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward on to the EOC

Cancer Centre of Southeastern Ontario

Emergency power will only be available in the Cobalt room

- ☐ Assess the level of response required
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward on to the EOC

Diagnostic Radiology

Ultrasound room #1, CT, 1 general room, 1 nuclear camera and 1 processor will be available on emergency power.

- ☐ Postpone / cancel upcoming procedures
- ☐ Assess the level of response required
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward on to the EOC

Director of Information Management / Delegate

- ☐ Assess the level of response required
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward on to the EOC

Manager of Help Desk & Data Center Operations

- ☐ Assess impact of power loss on help desk and data center operations
- ☐ Assess staffing needs and initiate call back as required
- ☐ Prepare to brief Director of Information Services / Delegate on assessments
- ☐ Initiate department contingency plans to accommodate functions not served by emergency power
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward on to the EOC

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – ALL STAFF

Manager of Network & Communications

- ☐ Assess impact of power loss of network and communication systems
- ☐ Assess staffing needs and initiate call back as required
- ☐ Prepare to brief Director of Information Services / Delegate on assessments
- ☐ Initiate department contingency plans to accommodate functions not served by emergency power
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and contact Security at **4142** to forward on to the EOC

4.0 UPON NOTIFICATION THAT THERE IS A LOSS OF ALL EMERGENCY GENERATORS IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER **Phase 4**

If there is no generator capacity to provide power, then the evacuation (Code Green) decision will be made by the EOC and Code Green plan implemented.

All Hospital Staff

- ☐ Advise patients and visitors to remain where they are until advised to move elsewhere
- ☐ Prepare for response should evacuation (Code Green) be required as per EOC decision

Emergency Department

- ☐ Assess the level of response required
- ☐ Prepare for response should evacuation (Code Green) be required as per EOC decision
- ☐ Contact Ambulance Dispatch and advise of situation

Respiratory Services

- ☐ Assess the level of response required
- ☐ Provide medical air tanks and portable suction devices to patient care areas as required
- ☐ Prepare to assist with response should evacuation (Code Green) of critical care areas be required per EOC decision

Clinical Labs (Core Lab, Microbiology, Pathology, etc.)


- ☐ Prepare for response should evacuation (Code Green) be required as per EOC decision

Infection Control

- ☐ Assess the level of response required
- ☐ Prepare for response should evacuation (Code Green) be required as per EOC decision

ICU and Davies 4 ICU

- ☐ Prepare for response should evacuation (Code Green) be required as per EOC decision

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – ALL STAFF

RECOVERY

1.0 UPON NOTIFICATION THAT THE CRISIS HAS CONCLUDED

- ☐ Advise patients and visitors that the crisis no longer exists
- ☐ Refer any media inquiries to the Public Relations office
- ☐ Resume normal duties

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – SWITCHBOARD

RESPONSE

Monday- Friday 0800-2100

Maintenance will call Switchboard to inform of power loss

Monday- Friday 2100-0800 Weekends & Holidays

Security will call Switchboard to inform of power loss

1.0 UPON RECEIVING NOTIFICATION OF LOSS OF POWER DUE TO FAILURE OF ANY INTERNAL ELECTRICAL COMPONENTS AND / OR POWER DISTRIBUTION

Phase 1

- ☐ Announce overhead three times ***“PHASE 1 POWER LOSS – LOCATION”***

Notify:

- ☐ Maintenance
- ☐ Security Control Centre (4142)

2.0 UPON NOTIFICATION THAT THERE IS LOSS OF MUNICIPAL / COGEN POWER

Phase 2

- ☐ Announce overhead three times ***“PHASE 2 POWER LOSS”***

Notify:

- ☐ Maintenance
- ☐ Security Control Centre (4142) or 613-548-8819 if complete power loss
- ☐ ***Make public announcement if between hours of 0600-2100.**

***0600 – 2100 Announce the following: “YOUR ATTENTION PLEASE – THE HOSPITAL IS EXPERIENCING DIFFICULTIES WITH ITS MAIN POWER SUPPLY. WE ASK ALL PATIENTS AND VISITORS TO LIMIT THEIR MOVEMENT WITHIN THE HOSPITAL. PLEASE REMAIN IN YOUR ROOMS OR THE COMMON AREAS.”**

ADDITIONAL NOTIFICATION:

Monday to Friday (1900 – 0700) AND Weekends & Holidays 24 / 7

- ☐ Notify Administrative Coordinator at **pager 178**

Monday to Friday (1700 – 0730) Weekends & Holidays

- ☐ Page On-Call CV Lab Interventionalist to inform that CV Lab is without power

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – SWITCHBOARD

3.0 UPON NOTIFICATION THAT THERE IS A LOSS OF 1 EMERGENCY GENERATOR IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER

Phase 3

- ☐ Upon notification of a Phase 3 power loss, announce overhead three times ***“PHASE 3 POWER LOSS”***

4.0 UPON NOTIFICATION THAT THERE IS A LOSS OF ALL EMERGENCY GENERATORS IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER


Phase 4

- ☐ Upon notification of a Phase 4 power loss, announce overhead three times ***“PHASE 4 POWER LOSS”***

RECOVERY

1.0 UPON NOTIFICATION THAT THE CRISIS HAS CONCLUDED

- ☐ Announce over the public address system three times, ***“POWER LOSS, ALL CLEAR”***
- ☐ Notify Administrative Coordinator at **pager 178** to inform that power is back on, if informed of the power loss
- ☐ Page On-Call CV Lab Interventionalist to inform that power is back on, if informed of the power loss

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – PLANT ENGINEERING & MAINTENANCE

RESPONSE

Supervisor of Plant Maintenance & Engineering / Delegate¹

- ☐ Upon notification that an area in the hospital is without power, report to that area and assess the cause of the power outage and determine the level of response required.

1.0 IF LOSS OF POWER IS DUE TO FAILURE OF ANY INTERNAL ELECTRICAL COMPONENTS AND / OR POWER DISTRIBUTION

Phase 1

Supervisor of Plant Maintenance & Engineering / Delegate

- ☐ Notify Switchboard to announce Phase 1 power loss and locations affected
- ☐ Take necessary steps to rectify power loss

2.0 UPON NOTIFICATION THAT THERE IS LOSS OF MUNICIPAL / COGEN POWER

Phase 2

Supervisor of Plant Maintenance & Engineering / Delegate


- ☐ Notify Switchboard of Phase 2 Power Loss
- ☐ Notify Queen's Central Heating Plant of the need for Cogen, if not activated by the loss of Municipal power
- ☐ Notify Director of Plant Maintenance & Engineering / Delegate²
- ☐ Authorize Security Control Centre Operator at **613-548-8819** to call in "Maintenance Lead Hands"
- ☐ Assume the role of **Operations Officer** in the Incident Management System and report to Dietary 1 Security Office Meeting room to provide / receive initial update to / from the Incident Commander
- ☐ Monitor and adjust building systems, loads, plant equipment, infection control systems, life safety systems as required
- ☐ Monitor generator and emergency power status
- ☐ Provide regular reports to the Director of Plant Maintenance & Engineering in the Incident Command Centre at **ext. 6393**
- ☐ **Refer to Incident Command Centre section of plan for further instructions – Page 9**

Director of Plant Maintenance & Engineering / Delegate

- ☐ Assume the role of **Planning Officer** in the Incident Management System and report to Dietary 1 Security Office Meeting room
- ☐ Update the Director of Emergency Management, Security & Life Safety / Delegate³ on the status of the incident

¹ Delegate" is the next level of (appointed) authority. In this case it would be the Trade Charge, Plant Engineering & Maintenance.

² "Delegate" is the next level of (appointed) authority. In this case it would be the Supervisor, Plant Engineering & Maintenance.

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – PLANT ENGINEERING & MAINTENANCE

Director of Plant Maintenance & Engineering / Delegate (cont'd)...

- ☐ Prepare for response:
 - ☐ Liaise with Security Services in the Incident Command Centre to prioritize areas affected by the loss of power and dispatch maintenance response
 - ☐ Co-ordinate with Queen's Central Heating plant to determine the expected length of municipal P.U.C power loss
- ☐ **Refer to Incident Command Centre section of plan for further instructions – page 9**

Maintenance Staff

- ☐ Report to the generator room **(2-056)** and verify that the generators are running
- ☐ Respond to affected areas based on priority need as designated by Director of Plant Engineering & Maintenance / Delegate

3.0 WHEN THERE IS AN ISSUE WITH THE COGEN GENERATOR

For non-emergency notification of routine switching from grid to Cogen or vice-versa Queen's will notify:

- ☐ 24 / 7 / 365 KGH Maintenance at: **613-548-6001**. Leave a message with the receptionist or on the voice mail with the details of the switching (time, etc.).

For Emergencies – Power Outage, etc.

- ☐ 24 / 7 / 365 Queen's Central Heating Plant and Kingston Public Utilities will notify Security Control Centre at **613-548-8819**. KGH Security Control Centre will then implement the appropriate internal emergency procedure depending on the situation

4.0 UPON NOTIFICATION THAT THERE IS A LOSS OF 1 EMERGENCY GENERATOR IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER

- ☐ **Refer to Incident Command Centre section of plan for further instructions – page 9**

RECOVERY

1.0 RETURN TO NORMAL OPERATIONS

All Phases

Director, Plant Maintenance & Engineering / Delegate

- ☐ Notify Switchboard to announce an All Clear
- ☐ Prepare for a debriefing with Maintenance staff

Maintenance Staff

- ☐ Resume normal duties

³ "Delegate" Is the next level of (appointed) authority. In this case it would be the Manager of Security & Life Safety

	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – INCIDENT COMMAND CENTRE

RESPONSE

1.0 UPON NOTIFICATION THAT THERE IS A LOSS OF POWER DUE TO FAILURE OF ANY INTERNAL ELECTRICAL COMPONENTS AND / OR POWER DISTRIBUTION

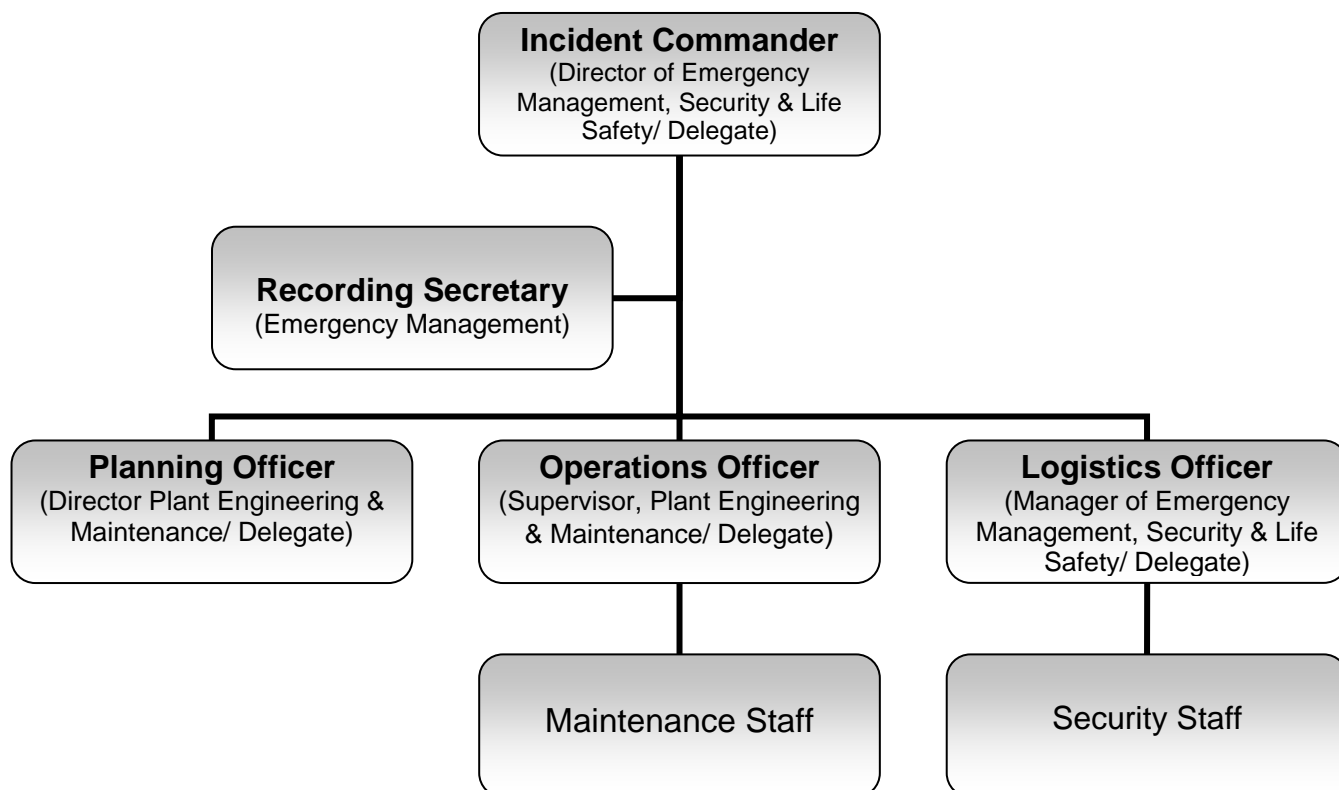
Phase 1

During Phase 1 Loss of Power there is no need to establish an Incident Command Centre unless a critical area is affected. The decision to activate that Incident Command Centre rests with the Incident Commander. The Security Supervisor will act as Incident Commander of the incident must be prepared to transfer command to a high authority (e.g. Director of Emergency Management, Security & Life Safety).

2.0 UPON NOTIFICATION THAT THERE IS LOSS OF MUNICIPAL / COGEN POWER

Phase 2

Incident Management System



 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – INCIDENT COMMAND CENTRE

Director of Emergency Management, Security & Life Safety / Delegate

- ☐ Assume role of **Incident Commander**
- ☐ Establish the Incident Command Centre (Security Department – Dietary 1)
- ☐ Appoint the following positions, only if the regular assigned persons are not available:

Planning _____

Logistics _____

Operations _____

Recording Secretary _____

- ☐ Receive status report / discuss initial action plan with required positions
- ☐ Liaise with Duty Administrator and assess the need to activate the Hospital Emergency Operations Center (EOC) and call back of Program Directors
- ☐ Notify Control Centre Operator to call EOC members if required, and have them report to the EOC on Watkins 2 Executive Conference room
- ☐ Notify Control Centre Operator to call Program Directors
- ☐ Ensure the EOC is set-up
- ☐ Prepare to provide a situational report to the President & CEO / Delegate⁴
- ☐ Ensure the EOC is appropriately informed of any identified risk issues
- ☐ Brief Program Directors on the status of the incident
- ☐ Be prepared to transfer command to a higher authority (i.e., CEO)
- ☐ Prepare for response should the power loss be upgraded to Phase 3 or 4
- ☐ When the EOC is activated assume role of Emergency Management / Liaison Officer and delegate role of Incident Commander
- ☐ When the EOC is activated, liaise with the Director of Plant Maintenance & Engineering to keep Maintenance aware of emergency medical procedures occurring during power loss

Director of Plant Maintenance & Engineering / Delegate

- ☐ Assume the role of **Planning Officer**
- ☐ Prepare for response should the power loss be upgraded to Phase 3 or 4
- ☐ Initiate the recall of off-duty Maintenance personnel, as required
- ☐ Ensure the continuation of maintenance functions in the remainder of the facility
- ☐ Continue communication with Queen's Central Heating plant regarding municipal P.U.C.

⁴ "Delegate" is the next level of (appointed) authority. In this case the Duty Administrator (or as appointed).

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – INCIDENT COMMAND CENTRE

Director of Plant Maintenance & Engineering / Delegate (cont'd)...

- ☐ Regularly assess risk and make recommendations on length of power loss and any special needs including the shutting down of specific equipment as part of energy conservation
- ☐ Ensure the Supervisor of Plant Maintenance & Engineering is aware of any emergency medical procedures occurring during power loss
- ☐ Provide regular reports to the Incident Commander

Supervisor of Plant Maintenance & Engineering / Delegate

- ☐ Assume the role of **Operations Officer**
- ☐ Provide radio communication as necessary to Incident Command Centre
- ☐ Allocate and deploy staff as necessary to manage loss of power and to assist with the resumption of normal power
- ☐ Arrange for a replenishment of the generator(s) fuel supply

Maintenance Staff

- ☐ Report to the maintenance department and report by radio to your superior for further direction

Manager of Emergency Management, Security & Life Safety

- ☐ Assume the role of **Logistics Officer**
- ☐ Assign someone to the generator room and monitor emergency power status
- ☐ Prepare for the search of the facility to identify areas affected by the loss of power
- ☐ Notify the Director of Plant Maintenance & Engineering of the areas affected by the loss of power for Maintenance response
- ☐ Be prepared to provide provisions for the Incident Command Centre in the event of an extended emergency (i.e. food, water, etc.)
- ☐ Gather and prepare search team kits
- ☐ Contact Environmental Services (**2309**) to prepare to assist in the comprehensive search of the facility, if required, and unplug any non-essential power draws
- ☐ Be prepared to coordinate search teams, including appointing search team leaders and Security staff actions
- ☐ Prepare for delivery of extra flashlights
- ☐ Be prepared to assume role of Incident Commander of ICC when EOC activated
- ☐ Prepare for the termination of the emergency and any debriefing requirements

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – INCIDENT COMMAND CENTRE

Security Officers

- ☐ Receive instruction from Manager of Emergency Management Security & Life Safety / Delegate for response

Recording Secretary

- ☐ Answer phone in Security office on Dietary 1 **(6393)**
- ☐ Document all action within the Incident Command Centre
- ☐ Prepare for the termination of the emergency and any debriefing requirements (i.e. paper, pens, location, etc.)

3.0 UPON NOTIFICATION THAT THERE IS A LOSS OF 1 EMERGENCY GENERATOR IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER**Phase 3****Director of Emergency Management, Security & Life Safety / Delegate**

- ☐ Advise the EOC of the loss of one of the generators
- ☐ Authorize Switchboard to announce overhead “Phase 3 Power Loss”
- ☐ When the EOC is activated, liaise with the Director of Plant Maintenance & Engineering to keep Maintenance aware of areas where emergency medical procedures are occurring to ensure generator power is maintained in that area.

Director of Plant Maintenance & Engineering / Delegate

- ☐ Contact an external agency to provide replacement generator(s)
- ☐ Ensure generator power is maintained in areas where emergency medical procedures are occurring

Supervisor of Plant Maintenance & Engineering / Delegate

- ☐ Prepare for a response should the power loss be upgraded to Phase 4
- ☐ Initiate the reduction of services (reference Section 2 Maintenance Policy Manual, 4-01)
- ☐ Prepare for the arrival of the replacement generator(s)

Security Officers

- ☐ If you are contacted with information pertinent to any risk issues notify the Security Shift Supervisor, who will notify the Incident Command Centre

	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – INCIDENT COMMAND CENTRE

4.0 UPON NOTIFICATION THAT THERE IS A LOSS OF ALL EMERGENCY GENERATORS IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER

Phase 4

Director of Emergency Management, Security & Life Safety / Delegate

- ☐ Advise the EOC of the loss of emergency power
- ☐ Consult with the EOC regarding whether to authorize Switchboard to announce overhead “Phase 4 Power Loss”
- ☐ Prepare for the possibility of an Evacuation (Code Green)

RECOVERY

1.0 RETURN TO NORMAL OPERATIONS

Phase 1

Director of Plant Maintenance & Engineering / Delegate

- ☐ Notify Switchboard to announce an All Clear
- ☐ Prepare for a debriefing with Maintenance staff

Phase 2

Director of Emergency Management, Security & Life Safety / Delegate

- ☐ Upon notification from the municipal P.U.C. or Queen’s Central Heating Plant that the municipal power has been restored authorize Switchboard to announce an All Clear
- ☐ Prepare for a debriefing with the Incident Command Centre
- ☐ Prepare for a debriefing with the EOC if established
- ☐ Instruct staff to resume normal duties

Director of Plant Maintenance & Engineering / Delegate

- ☐ Prepare for a debriefing with the Incident Command Centre
- ☐ Prepare for a debriefing with Maintenance staff
- ☐ Instruct staff to resume normal duties

Phase 3, or 4


Director of Emergency Management, Security & Life Safety / Delegate

- ☐ Upon notification from the municipal P.U.C. or Queen’s Central Heating Plant that the municipal power has been restored, assess the level of restored power and authorize an All Clear
- ☐ Prepare for a debriefing with the EOC
- ☐ Liaise with Director of Plant Maintenance & Engineering / Delegate
- ☐ Instruct staff to resume normal duties

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – INCIDENT COMMAND CENTRE

Director of Plant Maintenance & Engineering / Delegate

- ☐ Liaise with Director of Emergency Management, Security & Life Safety / Delegate
- ☐ Prepare for a debriefing with the Incident Command Centre
- ☐ Prepare for a debriefing with Maintenance staff
- ☐ Instruct staff to resume normal duties

	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – EMERGENCY MANAGEMENT, SECURITY & LIFE SAFETY

RESPONSE

Security Coordinator / Security Shift Supervisor

- ☐ Upon notification that an area in the hospital is without power, report to that area and assess the cause of the power outage and determine the level of response required

1.0 IF LOSS OF POWER IS DUE TO FAILURE OF ANY INTERNAL ELECTRICAL COMPONENTS AND / OR POWER DISTRIBUTION

Phase 1

- ☐ Notify maintenance immediately
- ☐ Report to the affected area(s) and assess electrical needs
- ☐ Advise staff to test electrical outlets to see which are working and which are not

Monday – Friday (2100 – 0800 hours), Weekends & Holidays

- ☐ Notify Switchboard to announce overhead **Phase 1 Power Loss & Location**
- ☐ Assume lead responsibility during the absence of the Director and Managers
- ☐ Prepare to transfer command to a higher authority and respond as directed

Security Control Centre Operator

- ☐ Document all activity related to internal power loss response
- ☐ Ensure Security Supervisor is aware of Phase 1 power loss and location
- ☐ Notify Mobile Patrol Supervisor of Phase 1 power loss and location

Mobile Patrol Supervisor


- ☐ Be prepared to respond if required

2.0 UPON NOTIFICATION THAT THERE IS LOSS OF MUNICIPAL / COGEN POWER

Phase 2

Security Control Centre Operator

- ☐ Receive notification from Queen's Central Heating Plant or Kingston Public Utilities that there is a loss of Municipal / COGEN power
- ☐ Upon notification of Phase 2 power loss immediately notify Supervisor Plant Engineering & Maintenance / Delegate
 - ☐ If approval given by Supervisor Plant Engineering & Maintenance, call in Maintenance Lead Hands and notify them of the loss of power
- ☐ **Notify:**
 - ☐ Security Coordinator / Security Supervisor
 - ☐ Director Emergency Management, Security & Life Safety / Delegate
 - ☐ Mobile Patrol Supervisor

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – EMERGENCY MANAGEMENT, SECURITY & LIFE SAFETY

Security Control Centre Operator (cont'd)...

- ☐ **If authorized by Incident Commander:**
 - ☐ **Activate the EOC Call Back.** Advise EOC members to report to the Watkins 2 Executive Conference room with identification
- ☐ **If authorized by Incident Commander:**

Notify and ask the following to report to Incident Command Centre located in the Security Office on Dietary 1, with identification:

 - ☐ Director of Imaging Services
 - ☐ Director of Respiratory Therapy
 - ☐ Director of Laboratory Services
 - ☐ Program Operational Directors
- ☐ You will be contacted by patient care units that are without power to areas critical to functionality. Document the reporting areas and request available posts to pick up their Power Loss Assessment Form (Appendix A) for delivery to the EOC
- ☐ If you are contacted with ongoing information concerning the loss of power, notify the Incident Commander at **(6393) when the Incident Command Centre is established**

Monday – Friday (2100 – 0800 hours), Weekends & Holidays

Security Shift Supervisor


- ☐ Notify Switchboard to announce overhead **Phase 2 Power Loss**
- ☐ Report to the generator room **(2-056)** and verify that the generators are running
- ☐ If only one generator is running advise Maintenance on-call immediately
- ☐ Assume lead responsibility during the absence of the Director and Managers
- ☐ Ensure Mobile Patrol Supervisor patrols all sites to determine extent of power loss at each site and any updates on power loss
- ☐ Prepare to transfer command to a higher authority and respond as directed

Director of Emergency Management, Security & Life Safety / Delegate

- ☐ Report to Security Office on Dietary 1 and set up Incident Command Centre
- ☐ Receive status report / discuss initial action plan with required positions
- ☐ **Refer to Incident Command Centre Section of Plan on page 9 for further instructions**

Manager of Emergency Planning & Life Safety / Delegate

- ☐ Report to the Security Office on Dietary 1
- ☐ **Refer to Incident Command Centre Section of Plan on page 9 for further instructions**

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – EMERGENCY MANAGEMENT, SECURITY & LIFE SAFETY

Manager Security, Parking & Access Control / Delegate

- ☐ Report to the Security Office on Dietary 1
- ☐ “Lock-down” the facility to control any further influx of non-essential members of the public, ensure an officer is posted at the main entrance to prevent access (electronic doors are secured)
- ☐ Ensure an officer is posted at Watkins 2 to control access to EOC
- ☐ Dispatch a security officer (with two-way radio) to control elevator #7 in the Connell Wing
- ☐ Search risk areas, which may have been impacted by the power loss (e.g., elevators, stairwells, vestibules, areas without emergency power)

Security Coordinator / Security Shift Supervisor

- ☐ Ensure the continuation of Security functions in the remainder of the facility
- ☐ Call in extra staff if directed

Mobile Patrol Supervisor

- ☐ Patrol all sites to determine the extent of power loss at each site and any changes regarding power loss
- ☐ Report all sites level of power loss to the Incident Commander and provide site updates regarding changes in power loss
- ☐ Be prepared to respond if required
- ☐ If you are contacted with information pertinent to any risk issues notify the Security Coordinator / Security Shift Supervisor immediately

Security Officers

- ☐ Await instruction from Security Coordinator / Security Shift Supervisor / Delegate
- ☐ If you are contacted with information pertinent to any risk issues notify the Security Coordinator / Security Shift Supervisor immediately

3.0 UPON NOTIFICATION THAT THERE IS A LOSS OF 1 EMERGENCY GENERATOR IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER


Phase 3

Security Control Centre Operator

- ☐ If Phase 3 was not preceded by Phase 2, refer to Phase 2 and complete all job actions

Director of Emergency Management, Security & Life Safety / Delegate

- ☐ Delegate role of Incident Commander and give briefing report to delegate
- ☐ Report to Watkins 2 EOC to assume the role of Emergency Management / Liaison Officer
- ☐ Receive status report from Incident Command and provide update to EOC

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – EMERGENCY MANAGEMENT, SECURITY & LIFE SAFETY

Director of Emergency Management, Security & Life Safety / Delegate (cont'd)...

- ☐ Prepare for response / evacuation should the power loss be upgraded to Phase 4

Manager of Emergency Planning & Life Safety / Delegate

- ☐ Assume role of **Incident Commander** and receive briefing from outgoing Incident Commander
- ☐ Contact Environmental Services **(2309)** to report to the Security Office on Dietary 1 to assist in the search of the facility
- ☐ Coordinate search teams, including appointing search team leaders
- ☐ Initiate search to identify areas that may assist in reducing electrical consumption (i.e. turning off unnecessary equipment)
- ☐ Brief search teams
- ☐ Distribute extra flashlights as needed
- ☐ Ensure the EOC is appropriately informed of any identified risk issues
- ☐ Inventory search team kits upon their return
- ☐ Prepare for response / evacuation should the power loss be upgraded to Phase 4

Manager Security, Parking & Access Control / Delegate

- ☐ Be prepared to provide provisions for the Security staff in the event of an extended emergency (i.e. food, water, etc.)

Security Coordinator / Security Shift Supervisor


- ☐ Ensure the continuation of Security functions in the remainder of the facility
- ☐ Call in extra staff if directed

Mobile Patrol Supervisor

- ☐ Patrol all sites to determine the extent of power loss at each site and any changes regarding power loss
- ☐ Report all sites level of power loss to the Incident Commander and provide site updates regarding changes in power loss
- ☐ Be prepared to respond if required
- ☐ If you are contacted with information pertinent to any risk issues notify the Security Coordinator / Security Shift Supervisor immediately

Security Officers

- ☐ Await instruction from Security Coordinator / Security Shift Supervisor / Delegate
- ☐ If you are contacted with information pertinent to any risk issues notify the Security Supervisor immediately

	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – EMERGENCY MANAGEMENT, SECURITY & LIFE SAFETY

4.0 UPON NOTIFICATION THAT THERE IS A LOSS OF ALL EMERGENCY GENERATORS IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER

Phase 4

Director of Emergency Management, Security & Life Safety / Delegate

- ☐ Continue in the role of Emergency Management / Liaison Officer in the EOC
- ☐ Receive status report from the Incident Command Centre and provide an update to EOC
- ☐ Prepare for the possibility of an evacuation. Refer to Code Green Plan

Manager Emergency Planning & Life Safety / Delegate

- ☐ Prepare for the possibility of an evacuation. Refer to Code Green Plan

Manager Security, Parking & Access Control / Delegate

- ☐ Prepare for the possibility of an evacuation. Refer to Code Green Plan

Security Coordinator / Security Shift Supervisor

- ☐ Prepare for the possibility of an evacuation. Refer to Code Green Plan

Security Officers

- ☐ Await instruction from Security Coordinator / Security Shift Supervisor / Delegate
- ☐ Prepare for the possibility of an evacuation. Refer to Code Green Plan

5.0 WHEN THERE IS AN ISSUE WITH THE COGEN GENERATOR


For non-emergency notification of routine switching from grid to Cogen or vice-versa Queen's will notify:

24 / 7 / 365 KGH Maintenance at: **613-548-6001**. Leave a message with the receptionist or on the voice mail with the details of the switching (time etc.).

For Emergencies – Power Outage, etc.

24 / 7 / 365 Queen's Central Heating Plant and Kingston Public Utilities will notify **Security Control Centre at 613-548-8819**

Security Control Centre will then implement the appropriate internal emergency procedure depending on the situation

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – EMERGENCY MANAGEMENT, SECURITY & LIFE SAFETY

RECOVERY

1.0 UPON NOTIFICATION THAT THE CRISIS HAS CONCLUDED

Director of Emergency Management, Security & Life Safety / Delegate

- ☐ Prepare for team debriefing

Manager of Emergency Planning & Life Safety / Delegate

- ☐ Ensure that all documentation is collected for debrief preparation
- ☐ Ensure the return and proper storage of all search kits
- ☐ Update maps, checklists and supplies in each search kit, if necessary
- ☐ Ensure the functionality of all power outage kits
- ☐ Ensure that a comprehensive occurrence report is filed immediately
- ☐ Dismantle the EOC and update supplies as needed
- ☐ Participate in a team debriefing
- ☐ Resume normal duties

Manager Security, Parking & Access Control / Delegate

- ☐ Participate in a team debriefing
- ☐ Provide direction to Security Coordinator / Security Shift Supervisor / Delegate
- ☐ Resume normal duties

Mobile Patrol Supervisor


- ☐ Participate in a team debriefing
- ☐ Resume normal duties

Security Control Centre

- ☐ Prepare documentation for debriefing
- ☐ Participate in a team debriefing
- ☐ Resume normal duties

Security Officers

- ☐ Await direction from the Security Coordinator / Security Shift Supervisor / Delegate
- ☐ Resume normal duties

	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – PRESIDENT & CEO / DELEGATE

RESPONSE

1.0 UPON NOTIFICATION OF LOSS OF POWER DUE TO FAILURE OF ANY INTERNAL ELECTRICAL COMPONENTS AND / OR POWER DISTRIBUTION

Phase 1

- ☐ Contact the Incident Command Centre in Dietary 1 (**6393**) and request status report
- ☐ Determine the need for further response if necessary

2.0 UPON NOTIFICATION THAT THERE IS LOSS OF MUNICIPAL / COGEN POWER

Phase 2

- ☐ Report to the EOC (Watkins 2 Executive Conference room)
- ☐ Prepare to receive situational report / briefing from the Incident Commander
- ☐ Prepare for response should the power loss be upgraded to Phase 3

3.0 UPON NOTIFICATION THAT THERE IS A LOSS OF 1 EMERGENCY GENERATOR IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER

Phase 3

- ☐ Approve a press release for local media
- ☐ Prepare for response should the power loss be upgraded to Phase 4
- ☐ Prepare for the possibility of relocating the EOC
- ☐ Assess the extent of the emergency within the area and consider activating Code Green

4.0 UPON NOTIFICATION THAT THERE IS A LOSS OF ALL EMERGENCY GENERATORS IN CONJUNCTION WITH LOSS OF MUNICIPAL / COGEN POWER

Phase 4

- ☐ In consultation with the Incident Commander, consider the possibility of activating a Code Green

RECOVERY

1.0 UPON NOTIFICATION THAT THE CRISIS HAS CONCLUDED

- ☐ Implement a course of action to manage a major disruption of Hospital routine
- ☐ Arrange for a debrief session between Incident Command and the Emergency Operations Centre
- ☐ Arrange for a debrief session with involved staff

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 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – SATELLITE CLINICS

RESPONSE

1.0 UPON NOTIFICATION OF LOSS OF POWER DUE TO FAILURE OF ANY INTERNAL ELECTRICAL COMPONENTS AND / OR POWER DISTRIBUTION

If the loss of power is due to the failure of an internal electrical component such as a breaker, contact the responsible maintenance department to assist in restoring power.

Phase 1

- ☐ Move patients to areas that have functioning power
- ☐ Hand crank dialysis machines, if possible

2.0 UPON NOTIFICATION THAT THERE IS LOSS OF MUNICIPAL POWER

Phase 2

2.1 Kingston Satellite Dialysis (Mental Health Site)

- ☐ Assess the level of response required
- ☐ Mental Health Site has emergency generator capacity for full function
- ☐ In the event the Mental Health generator is non-functioning, contact maintenance at Kingston General Hospital to obtain portable generator
 - ☐ Contact Maintenance at Mental Health Site to arrange for installation and transfer of the power source from the portable generator to the “Medical building wall panel”
- ☐ Contact Kingston General Hospital Dialysis unit to discuss the possibility of transferring patients to them

2.2 Belleville Satellite Dialysis

- ☐ Contact Belleville PUC to determine cause and expected time frame
- ☐ Assess the level of response required
 - ☐ Monday's, Wednesday's & Friday's reference the **Self Care Emergency Preparedness Database**
 - ☐ Tuesday's, Thursday's & Saturday's reference the **Full Care Emergency Preparedness Database**
- ☐ Disconnect patients on dialysis
- ☐ Contact Maintenance at Kingston General Hospital to arrange for renting of a portable generator to meet the power needs of the satellite unit
 - ☐ Contact Maintenance at Kingston General Hospital to arrange for transfer of power source to the portable generator
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and report critical areas to Maintenance department at Kingston General Hospital
- ☐ Contact Picton Dialysis unit to discuss the possibility of transferring patients to them

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – SATELLITE CLINICS

- ☐ Contact Kingston General Hospital Dialysis unit to discuss the possibility of transferring patients to them
- ☐ Contact patient drivers for the possibility of transferring patients
- ☐ Make alternative arrangements for clients in the event of an extended power loss
- ☐ Prepare for the return of normal power

2.3 Brockville Satellite Dialysis

- ☐ Contact Brockville PUC to determine cause and expected time frame of power loss
- ☐ Assess the level of response required
- ☐ Disconnect patients on dialysis
- ☐ Contact Maintenance at Kingston General Hospital to arrange for renting of a portable generator to meet the power needs of the satellite unit
 - ☐ Contact Maintenance at Kingston General Hospital to arrange for transfer of power source to the portable generator
- ☐ Contact Perth / Smiths Falls Dialysis unit to discuss the possibility of transferring patients to them
- ☐ Contact patient drivers for the possibility of transferring patients
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and report critical areas to Maintenance department at Kingston General Hospital
- ☐ Make alternative arrangements for clients in the event of an extended power loss
- ☐ Prepare for the return of normal power

2.4 Bancroft Satellite Dialysis

Bancroft Satellite Dialysis unit is on back-up generator power

- ☐ Assess the level of response required
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and report critical areas to Maintenance department at Kingston General Hospital
- ☐ Make alternative arrangements for clients in the event of an extended power loss

2.5 Picton Satellite Dialysis

Picton Satellite unit is on emergency power provided by Quinte Health Care: Prince Edward County Memorial Hospital Site

Picton Satellite Dialysis unit is open Monday's, Wednesday's and Friday's from 0700 – 1900 hours.

- ☐ Assess the level of response required

 KINGSTON GENERAL HOSPITAL	SECTION: LOSS OF POWER
	SUBJECT: RESPONSE & RECOVERY – SATELLITE CLINICS

- ☐ Ensure booster pump on water system is operational
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and report critical areas to Maintenance department at Kingston General Hospital
- ☐ Make alternative arrangements for clients in the event of an extended power loss

2.6 Perth / Smith Falls Satellite Dialysis

Perth / Smith Falls Satellite Dialysis unit is on emergency power provided by Perth / Smith Falls General Hospital.

- ☐ Assess the level of response required
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and report critical areas to Maintenance department at Kingston General Hospital
- ☐ Make alternative arrangements for clients in the event of an extended power loss

2.7 Ontario Breast Screening Program

- ☐ Assess the level of response required
- ☐ Cancel appointments as appropriate
- ☐ Document **areas critical to functionality** without power on a **Power Loss Assessment Form (Appendix A)** and report critical areas to Maintenance department at Kingston General Hospital
- ☐ Make alternative arrangements for clients in the event of an extended power loss

RECOVERY

1.0 UPON NOTIFICATION THAT THE CRISIS HAS CONCLUDED

- ☐ Resume normal duties

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Inspected by: _____ Signature: _____
(Print)

Forwarded to Emergency Operations Centre for Review ☐

Date: _____

Time: _____

[illegible]

Received by Emergency Operations Centre ☐ Date: _____
Time: _____

Received by: _____ Signature: _____
(Print)

Kingston General Hospital

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