



Manual: Emergency Measures	Policy Number: EM-DS-03
Section: Loss of Services Code Grey	Policy Name: Disruption Of Hydro Service
Document Owner:	Page: 1 of 4
Effective Date: October 7, 2015	Revised: June 2, 2022

Disruption of hydro should not disrupt natural gas. Hydro affects all electric appliances including Finlandiakoti and Palvelukoti heat in the apartments and Hoivakoti washers (dryers are combination of gas and electric).

All electric appliances and lights should be turned off when the power goes off to avoid any issues when power comes back on.

All emergency panels are on battery backup for forty-eight (48) hours and then fire watch procedures must be put in place.

Four (4) portable generators are available for use where needed.

Emergency lighting is available in the facility as per building code and checked biannually by our contractor.

Red plugs are available in Hoivakoti which will be powered by the generators. Any air beds, oxygen equipment and refrigerators should be transferred to these plugs.

During a power outage, most of the systems will not be functional. A few items that have been deemed critical remain running on backup power. These are as follow:

- Hoivakoti exit doors
- Main kitchen exhaust fan (Palvelukoti)
- Rail lights in hallways (Hoivakoti)
- Servery fridges (red plugs in serveries) (Hoivakoti)
- Medication room fridges (Hoivakoti)
- Servers
- Switches and Wireless Access Points in Hoivakoti
- Printer in Hoivakoti Main Office
- The main computer in the staff contact area in each Hoivakoti home area
- Sump pumps in Palvelukoti and Hoivakoti

RN/Assisted Living PSW (D, E, N)

- Keep lines of communication with maintenance department



Manual: Emergency Measures	Policy Number: EM-DS-03
Section: Loss of Services Code Grey	Policy Name: Disruption Of Hydro Service
Document Owner:	Page: 2 of 4
Effective Date: October 7, 2015	Revised: June 2, 2022

open for updates.

- Coordinate hourly checks of residents in each home area/assisted living area due to fire alarm equipment inoperable.
- FNHL - Initiate the on-line Mandatory Critical Incident System (MCIS) form as per policy NM-Form-1.**
- If disruption will be a significant period (> 4 hours), contact the Manager on Call for support and instruction.
- Record incident on Unusual Occurrence report.

MAINTENANCE (D, E, N)

- Contact outside agencies as required
- Remove mattresses from storage to replace high intensity mattresses.
- Bring portable generators where needed including one to HK laundry.
- Turn off make up air handlers in each building mechanical rooms (LK, HK, PK, FK)
- Coordinate repair of service
- Assess staffing and redistribute as required
- Assist/facilitate outside agencies when required

HOIVAKOTI NURSING DEPARTMENT - RN, RPN

- All non-essential routine activities suspended if outage during winter and residents are at risk due to indoor temperature dropping. Otherwise, continue with activities and ensure extra blankets etc. are available for residents as required.
- Check on residents who require oxygen or other powered equipment and move to red plug areas.
- Plug medication fridges into red plugs in Nursing Contact Office using yellow extension cords located in each medication room. Secure cord to floor using provided yellow duct tape to remove tripping hazard.
- Ensure residents on high intensity mattresses are identified and receive temporary mattress or plug into hallway red plugs.
- Assess duties and adjust accordingly.
- Direct staff regarding any changes needed to routines.
- Initiate fan out if needed.



Manual: Emergency Measures	Policy Number: EM-DS-03
Section: Loss of Services Code Grey	Policy Name: Disruption Of Hydro Service
Document Owner:	Page: 3 of 4
Effective Date: October 7, 2015	Revised: June 2, 2022

ASSISTED LIVING DEPARTMENT - Assisted Living PSW

- Suspend all internal or external functions/activities/services.
- Keep flashlights handy and do hourly checks of residents.
Check on residents with oxygen regularly.
- Reassure residents if questions arise.
- Inform residents if emergency extends more than four hours.
- Assess duties and adjust accordingly.
- Direct staff and residents regarding any changes needed to routine.
- Initiate fan out if needed.

DIETARY DEPARTMENT

- Turn off all electrical equipment not on a red plug.
- Use disposable dishes and utensils starting next meal after incident.
- All pots to be cleaned and sanitized using pot sinks following proper instructions.
- Post any changes required to the menu to inform residents.

Director of Dietary Services/designate

- Assess duties and redirect as required.
- Implement emergency menu or adjust menu as deemed necessary.
- Order supplies to accommodate revised menus.
- Ensure sufficient disposables on hand.
- Redistribute duties and staffing as required dependent on time of disruption.

LIFE ENRICHMENT DEPARTMENT

- Suspend all activities and assist with hourly checks of the residents.
- Assess duties of staff and redirect as required.
- Suspend outside activities if required and coordinate activities during outage.

HOUSEKEEPING/LAUNDRY DEPARTMENT

Finlandia Village



Manual: Emergency Measures	Policy Number: EM-DS-03
Section: Loss of Services Code Grey	Policy Name: Disruption Of Hydro Service
Document Owner:	Page: 4 of 4
Effective Date: October 7, 2015	Revised: June 2, 2022

- Generator to be brought to laundry for extended disruption of 3 (three) hours or more. One washer and one dryer may be used for linens.
- Suspend all other washing of clothes and linens.
- Perform as much cleaning of the areas as possible. Rooms may be too dark to clean.
- Assist nursing home and/or assisted living with hourly checks of the residents or other duties as required