



# **ACTION IN THE EVENT OF A POWER CUT**

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## **1. Emergency Generator**

The Hospice has an emergency generator located at the right side of the hospice (adjacent to the boundary fence, near the stables). It is fuelled by red diesel which is stored in the diesel storage tank in the same location as the generator (next to waste compound).

The generator has a diesel tank that will supply the hospice for up to 4 days, dependent upon how much we use over and above our average consumption. However during this time it is essential that power is used to a minimum to preserve the red diesel supply.

Supplies of red diesel can be obtained by contacting Tate Oil Tel: 01943 467444.

If the generator does not come on within 15 minutes Power 4 should be contacted on 01953 458995.

The generator is tested weekly by the handyman-see appendix A.

## **2. After power is lost**

The emergency generator will cut in within 5 minutes and the lights in the in-patient unit will return to normal. All sockets with red switches are 'emergency sockets' and will remain live during the power outage. All other parts of the hospice building including Day Care will remain on the emergency lighting only.

Although the emergency lighting is adequate, patients should supervised whilst moving about the hospice in order that risks of the changed/reduced lighting are managed safely.

All vital services in the in-patient unit will be maintained.

## **3. Heating**

The boilers will initially switch off following a power cut but will then restart once the generator takes over. Therefore there should be no change in the heating system, however if room temperatures drop there are a number of measure below to put in place as felt required.

There are a number of portable electric radiators that could be plugged into emergency sockets to support the room temperatures if required. The portable heaters may be greedy on our diesel supply in the emergency generator and extra blankets should be used to keep patients warm if required.

It may be necessary to move day care patients around to the in-patient unit if the weather is very cold, the Director of Nursing and Patient Services and Senior Nurses should be involved in decision making regarding sending the patients home.

## **4. IT Systems and Telephone System**

In the event of a power cut the UPS installed in the server room will offer 30 mins of battery life in order that workstations can be closed down that are not connected to emergency (red) sockets. Staff should be asked to close down workstations in order work can be saved.

The back-up generator would continue to power workstations linked to emergency sockets.

The telephone system is wireless operated and therefore unless there was outage of Wi-Fi to the hospice the system would remain functional. There are a number of hospice purchased mobile phones that could be used to support in the event of no Wi-Fi.

## 5. Senior Manager on Call

If out of hours (after 5pm) and weekends, the Senior Manager on Call should be contacted and an incident form completed. The senior manager needs to come to understand the reason for the power outage and identify if this a local (hospice) problem or area supply problem.

The Senior Manager will ensure the generator is topped up with diesel.

## 6. Emergency Contacts

The emergency numbers for the electrical engineers used by the hospice is 01724 782356 or mobile 07860 828889 (Trent Valley Electrical) and the electricians may help identify if there is a local fault from equipment used that has triggered the outage.

The hospice's power is supplied by Scottish Hydro who can be contacted if felt required.

A Senior Manager must be involved in all decisions to call out engineers or power suppliers.

REFERENCES: None					
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TO REVIEWED	BE	REVIEW COMPLETED	BY	APPROVED BY	CIRCULATION
2005		JAN 2005	AT/JG	SMG	Policy Books
01/03/08		Aug 2008	AT	SMG	Policy Books
Aug 2011		Dec 2011	AT	SMG	Policy Books
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## Appendix A

### Generator Testing instructions

This is undertaken weekly by the Handyman but is included to assist any staff member who may need to do this.

Take clinical waste key from reception

- Unlock LH40 facing you
- Release catch on left
- Push blue section on the left back
- Remove carpet tile protection
- Check water in radiator reservoir
- Check oil
- Check battery terminals
- Check LH40 on other side
- Check diesel level

Turn **AUTO** to **MANUAL**

Check panel for lights and make sure it fires up

Remember : Return **MANUAL** TO **AUTO**