

PATHWAYS ABILITIES SOCIETY

PROCEDURE: POWER OUTAGE

Applies to: All Personnel

Original Effective Date: July 10, 2006

Effective Date: December 5, 2022

Replaces Procedure Dated: January 17, 2022

Power Outage Drill

1. Call the security alarm company (if applicable) to inform them that a power outage drill will be occurring and the approximate duration.
2. Simulate shutting off all power by identifying breakers to be turned off.
3. Check the posted building emergency exit diagrams and obtain a flashlight and candles (Homes). Ensure flashlights are in good working order. Ensure all emergency lights are lit and in good working order.
4. Check to ensure there are non-battery-operated landline telephones in:
 - 1216 St Paul Street: ICO office.
 - 123 Franklyn Road: Activity Supervisor's office, Finance Manager's office, Executive Director's Office and Meeting rooms.
 - 2835/2837 Bouvette: Kitchen.
 - 647 Old Meadows Road: In the cupboard in the laundry room.
 - 2476 Main Street: Furnace room in the main activity area.
 - 1250 Guisachan Road: In the emergency kit.
5. Evacuate areas with no natural lighting. If there is a lift or elevator, adhere to the lift or elevator operating instructions during evacuation.
6. Turn the power back on.
7. Complete the Emergency Response Drill list in ShareVision. The AQAM will receive an alert that the drill has been completed.

Power Outage during Day Operations

1. Check the posted building emergency exit diagrams and obtain a flashlight and determine the location of the breaker box.
2. Check the breaker box(s) to ensure a breaker has not blown.
3. Plug in non-battery-operated landline telephones. Notify the security alarm company that a power outage has occurred. Notify Fortis at 1-866-436-7847 that the location has no power. Ask how long the outage is expected to be.

4. Evacuate service areas and offices with no natural lighting. Battery powered emergency lights illuminate in locations where they are installed and last approximately 3 hours. Obtain and utilize flashlights. If there is a lift or elevator, adhere to the lift or elevator operating instructions during evacuation.

5. Employees who leave their offices ensure that cash, confidential documents, and files are locked and secured before locking the door.

6. Service areas and offices that have sufficient natural light, heat, and ventilation may not require evacuation and services may continue as scheduled. The staff in consultation with management determines if there is sufficient heat and light.

7. In the event the building or service area needs to be closed adhere to the Evacuation and Society Closure policy and procedures.

8. When the power comes back on, ensure all fire panels and alarms are operational. Shut down and reboot all computers.

Power Outage during Evening Operations

1. Check the posted building emergency exit diagrams and obtain flashlights and determine the location of the breaker box.

2. Check the breaker box(s) to ensure a breaker has not blown.

3. Utilize the non-battery-operated landline telephones to notify Fortis at 1-866-436-7847 that the location has no power. Ask how long the outage is expected to be.

4. Evacuate service areas with no natural lighting. If there is a lift or elevator, adhere to the lift or elevator operating instructions during evacuation.

5. Contact the executive director or his/her designate. He/she may need to address potential heat or computer problems.

6. If services are in session after 5:00 pm and the power outage exceeds 30 minutes, staff contacts the individual's homes and informs the families or caregivers that services have ended early due to the power outage and arrange transportation home.

7. Staff remains with the individuals until everyone has departed the service.

8. When the power comes back on, ensure all fire panels and alarms are operational.

Power Outage at a Home and Home Share

1. Check the posted building emergency exit diagrams and obtain a flashlight and candles and determine the location of the breaker box

2. Check the breaker boxes to ensure a breaker has not blown.

3. Notify Fortis at 1-866-436-7847 that the location has no power. Ask how long the outage is expected to be.
4. Evacuate areas of the home with no natural lighting. Battery powered emergency lights illuminate all hallways and exits for approximately 1 hour. If there is a lift or elevator, adhere to the lift or elevator operating instructions during evacuation.
5. During colder months turn on a gas fireplace if the home has one.
6. Meals can be prepared on the propane barbeque, outside. There is a sufficient quantity of cold or canned food and cash. The hot water is heated electrically and will be affected.
7. Add additional warm blankets and duvets to each bed if it becomes increasingly cold.
8. If the power outage lasts longer than 3 hours contact the supervisor or designate.
9. If the power outage last longer than 8 hours, the supervisor contacts the executive director or designate. They determine the next course of action which could include consulting with the Fire Department as outlined in the community emergency preparedness plan.