

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\20B\v02</b>	Page 1 of 4
Section: <b>Laboratory Safety Manual</b>	Subject Title: <b>Power Failure</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

**Policy:**

Staff should be aware of actions to be taken in the event of a power failure.

**Purpose:**

This policy enables all staff to know what their role will be during a power failure.

**Responsibility:**

Management and employees

**Key Elements:**

- Procedure for a power failure at MSH
  - Types of power failures
  - How to identify the extent of a power failure
  - Role of microbiology department upon hearing power failure announcement
- Procedure for a power failure at St Patrick site

**Related Documents:**

<a href="#">Emergency Procedure Manuals Home</a>	MSH Intranet

**Procedure: MSH**

<b>TYPES OF POWER FAILURES</b>	<p><b>Level I Failure</b></p> <p>Hydro supply to Hospital has been interrupted, <b>AND</b></p> <ul style="list-style-type: none"> <li>• Hospital's Emergency Generators have started and are providing <b>SOME</b> power to critical systems and equipment.</li> <li>• Black Electrical outlets do not work.</li> <li>• Red Electrical outlets are working.</li> <li>• Some ceiling lights (about 1/3) are on.</li> <li>• All phones are working</li> <li>• Selected elevators in each area are working</li> </ul>
	<p><b>Level II Failure</b></p> <p>Hydro supply to Hospital has been interrupted <b>AND</b></p> <ul style="list-style-type: none"> <li>• <b>NONE</b> of the Hospital's Emergency Generators have started or they have stopped working, resulting in <b>NO POWER</b> available throughout the Hospital.</li> </ul> <p>Battery Pack Emergency Lights and Systems Supplied with Back-Up: Battery Systems such as Computer Uninterruptible Power Supplies will work for limited duration.</p>

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI\LS\20B\02	Page 2 of 4
Laboratory Safety Manual		

<p><b>TYPES OF POWER FAILURES</b></p>	<p><b>Level II Failure continued</b></p> <ul style="list-style-type: none"> <li>• Neither Black nor Red Electrical Outlets work.</li> <li>• All ceiling lights are off.</li> <li>• Overhead speaker system has a battery backup, will operate for about 30 minutes</li> <li>• Phones system has a UPS (Battery backup) that will operate for about 30 minutes.</li> <li>• Elevators will NOT work.</li> </ul>
<p><b>HOW TO IDENTIFY THE EXTENT OF A POWER FAILURE</b></p>	<p><b>Level 1 Failure</b></p> <p>If <b>SOME</b> of the ceiling lights come back on the following conditions will confirm a Level I Failure:</p> <ul style="list-style-type: none"> <li>• Any equipment or appliance plugged into a <b>BLACK</b> outlet <b>DOES NOT WORK</b></li> <li>• Any equipment or appliance plugged into a <b>RED</b> outlet <b>WILL WORK</b></li> </ul> <p><b>Level II Failure</b></p> <p>If None of the ceiling lights come back on the following conditions will confirm a Level II Failure:</p> <ul style="list-style-type: none"> <li>• Equipment or appliances plugged into a <b>BLACK OR RED</b> outlet will <b>NOT WORK</b> (unless there is a battery back-up/UPS associated with it)</li> <li>• Battery pack type emergency lights come on</li> <li>• NOTE: The best indication that a Hospital Wide Power Failure has occurred is:</li> <li>• All Ceiling Lights go off for more than 3 SECONDS</li> </ul>
<p><b>RECOMMENDED ACTION IF YOU SUSPECT A POWER FAILURE</b></p>	<ul style="list-style-type: none"> <li>• Immediately inform Locating that your area has experienced a Power Failure.</li> <li>• Give your location, Area/Department/Floor <b>AND</b></li> <li>• Describe the extent of the Power Failure (e.g. all or some lights off, all or some equipment off, nothing works, only some lights have come back on. etc).</li> </ul> <p>Locating will determine if this is a <b>LOCAL</b> or a <b>HOSPITAL-WIDE</b> Power Problem based on the number of calls and their location.</p> <ul style="list-style-type: none"> <li>• If only a single area reports a problem, Locating may conclude it is a local problem and will dispatch Building Services personnel to your Area/Department/Floor.</li> </ul>

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\20B\02</b>	Page 3 of 4
<b>Laboratory Safety Manual</b>		

<p><b>RECOMMENDED ACTION IF YOU SUSPECT A POWER FAILURE CONTINUED</b></p>	<ul style="list-style-type: none"> <li>If multiple reports are received in Locating from different floors (along with certain conditions that are evident in the Communications Room), they will initiate the Power Failure Plan by making the following overhead announcement: <i><b>ATTENTION ALL STAFF! WE ARE CURRENTLY EXPERIENCING ELECTRICAL POWER PROBLEMS. PLEASE IMPLEMENT POWER FAILURE PLAN. THIS ANNOUNCEMENT WILL BE REPEATED 2 TIMES EVERY 10 MINUTES</b></i></li> </ul>
<p><b>ROLE OF MICROBIOLOGY DEPARTMENT UPON HEARING THE ANNOUNCEMENT</b></p>	<p>During Weekdays (Monday to Friday 0900-1700 hours) on hearing the announcement:</p> <ul style="list-style-type: none"> <li>All Medical Staff and Housestaff are to report to their respective clinical areas.</li> <li>Any procedure that is dependent on electricity should be postponed or discontinued, if possible.</li> <li>Any meetings that are taking place should be adjourned and staff should report to their respective Area/Department/Floor.</li> <li>The person in charge of the department will: <ul style="list-style-type: none"> <li>Assess the impact of the power problem on patients in consultation with the appropriate medical, nursing and other staff as appropriate</li> <li>Assess the impact of the power problem on staff;</li> <li>If assistance is required, call <b>Ext. 5075</b> (Nursing Office, Command Centre.) Be prepared to indicate that you need staff, equipment, supplies, etc;</li> <li>If no assistance is required, listen to further announcements. After 30-45 minutes, call <b>Ext. 5075</b> to report the status of your area. Be prepared to report what staff and equipment may be available to assist elsewhere in the hospital</li> </ul> </li> </ul> <p>During evenings, nights, weekends and statutory holidays (i.e. after normal office hours 0900 - 1700), on hearing the announcement, follow the procedure as listed below:</p> <ul style="list-style-type: none"> <li>The Technologist on-call will contact the following individuals and ask them to report to the Microbiology Lab: <ul style="list-style-type: none"> <li>Chief of Microbiology.</li> <li>Manager of Microbiology, or delegate.</li> </ul> </li> <li>Additional staff will be called by the Chief or Manager, or their delegates. Available staff will report to the Microbiology Lab.</li> </ul>

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\20B\v02</b>	Page 4 of 4
<b>Laboratory Safety Manual</b>		

**Procedure for a Power Failure at St Patrick site**

When the main power fails there is a 5 to 7 second delay and then emergency power engages. All large equipment is already permanently plugged into emergency power outlets or connected to a UPS. Emergency power outlets are red.

Any procedure that is dependent on electricity should be postponed or discontinued, if possible.

The person in charge of the department will assess the impact of the power problem on staff.

The integrity of the power grid is assessed annually.