

**Sandy Ridge Health and Rehabilitation  
Emergency Power Plan  
October 31, 2017**

**Note:** In effort to assist Nursing Homes and Assisted Living Facilities meet the criteria of the Emergency Rules 58AER17-1 and 59AER17-1, Santa Rosa County Emergency Management has listed a guideline to assist you with the development of your Emergency Power Plan. If you have questions, please contact our office at 850-983-5360.

1. Facility Information
  - a) Type of Facility: Skilled Nursing Facility
  - b) Facility Name: Sandy Ridge Health and Rehabilitation
  - c) Facility Address: 5360 Glover Lane, Milton, FL 32570
  - d) Administrator Name: Cristin Carr Peterson
  - e) Administrator Phone Number: (850) 375-5634

Please note, Sandy Ridge has requested a variance that would allow for final submission of our emergency power plan on or before January 31, 2018.

Sandy Ridge has also requested a variance that would allow for implementation of the plan on or before May 14, 2018 contingent upon prompt local and state approval.

2. What area(s) of the facility do you plan to keep below 80 degrees?

Facility multi-purpose areas that allow for the required 30 square feet per resident to be met.

3. What is the square footage of the cooled area?

- Dining Room (1423 square feet)
- Therapy Gym (494 square feet)
- Day Room (840 square feet)
- North Hallway (960 square feet)
- South Hallway (960 square feet)

During their on-site visit, our contracted architect (Olivieri Architects), mechanical engineer (MPS Engineering, Inc.), and electrical engineer (Consulting Engineering Associates) will determine the most efficient use of our common areas to be used as cooled areas.

4. Identify what kind of equipment will be used to cool the areas identified (HVAC, Portable A/C, Window A/C, etc.):

This will be determined by our engineers.

5. If in #4 you identify Portable A/C, Window A/C, etc., we need documentation from the manufacturer of said equipment, that the Portable A/C, Window A/C, etc., can cool the identified part of your facility.

To be determined by our engineers.

6. How many people (residents and staff) do you plan to keep in this cooled space/area? (Must meet appropriate fire codes. 30 sq. ft. minimum.)

- Dining Room (1423 square feet): 47 residents can be accommodated
- Therapy Gym (494 square feet): 16 residents can be accommodated
- Day Room (840 square feet): 28 residents can be accommodated
- North Hallway (960 square feet): 32 residents can be accommodated
- South Hallway (960 square feet): 32 residents can be accommodated

During their on-site visit, our contracted architect (Olivieri Architects), mechanical engineer (MPS Engineering, Inc.), and electrical engineer (Consulting Engineering Associates) will determine the most efficient use of our common areas to be used as cooled areas.

7. Describe how staff will ensure the area does not exceed 80 degrees and how often the temperature will be monitored.

- Temperatures will be monitored through the wall thermostat on an hourly basis and recorded on an hourly log for record keeping purposes.
- Staff will ensure residents intake adequate fluids and record intake and output in the resident's record.
- Staff will monitor vital signs every 4 hours and more often if indicated and document in the resident's record.

8. Provide a statement for how you plan to move residents to this area.

Residents will be categorized based on their acuity level and an arm band designating the acuity level will be placed on each resident for quick reference. Direct care staff will relocate residents based on this acuity designation, with residents with the highest acuity level being transferred first. This will allow for residents to be placed in the cooled areas in the most efficient manner to ensure continuity of care and comfort.

9. Will there be beds in this cooled area?

We intend to use beds or mattresses in the cooled area.

- a. How many? One per resident, for a maximum of 60.
- b. Do you have these beds on site? Beds and mattresses will be on-site.

10. Where is the generator at your facility located?

The fixed generator is located in the designated generator room that is directly behind the kitchen.

11. Describe the make, model, and size of the generator(s). Is the generator fixed or portable?

We currently have an 80 KW Kohler fixed generator that can hold 500 gallons of diesel fuel.

12. Describe what emergency features the generator is capable of powering (lights, fridge, A/C, etc.). Need to include a memo from your electrician stating the generator will do what is claimed.

Kitchen

Walk in cooler and freezer

Steamer and range hood

4 lights

Common Areas

Every other light in hallway

4 lights in dining room

4 lights in day room

4 red outlets on North Hall

4 red outlets on South Hall

Nurse's station outlets

Red outlets in Administrator and Business Office

Life Safety

Call light system

Fire alarm and door alarms

Parking lot pole lights

With the above red outlets, we would have the capacity to run an extension line for the server, water heater, and (2) portable cooling units as well.

During their on-site visit, our contracted mechanical engineer (MPS Engineering, Inc.), and electrical engineer (Consulting Engineering Associates) will provide documentation confirming the generator can power the areas mentioned above.

13. Describe the fuel type you will need to run the generator.

Our generator uses diesel fuel.

14. What is the max capacity of fuel for the generator?

500 gallons.

15. How long (time frame in hours and minutes) will a full generator be able to run?

Our generator is able to run for the required minimum of 96 hours.

During their on-site visit, our contracted mechanical engineer (MPS Engineering, Inc.), and electrical engineer (Consulting Engineering Associates) will determine the most appropriate multi-purpose areas to use as our lifeboat area and they can determine a more specific time frame at that time.

16. How much fuel is located on site and where is it stored, minimum requirement is enough fuel for 96 hours or four (4) days?

We currently have 500 gallons of diesel fuel stored in the generator room that will meet the minimum requirement of fuel for 96 hours.

17. State the procedure for how your facility will refuel before and after an emergency. If a fuel agreement is established, please provide the agreement.

Sufficient fuel will be maintained through our existing agreements with the following diesel vendors so that the facility can effectively and immediately activate, operate, and maintain the generator and any alternate fuel required for continued operation for a minimum of 96 hours. Verbal agreement is in place with John L. Burkhead Inc. as they will not sign a written agreement. Written Agreement attached for Puckett Oil.

1. John L. Burkhead Inc.
2. Puckett Oil

In the event that generator power is expected to be needed, Sandy Ridge will ensure that the generator fuel is topped off before use to account for any loss by means of evaporation or preventive testing. Additional diesel needs will be monitored and requested from the above vendors as well as communicated via FL HealthStat.

18. How is the generator, fuel supply, and all equipment protected from debris and any impact?

The generator is housed in a contained room for this specific purpose.

19. How is the equipment used to cool the facility protected from debris and any impact?

The HVAC units are located on the rooftop and constructed to allow for the most vulnerable parts to be housed inside the unit itself.

20. Provide a training procedure and schedule to ensure staff is aware of how to operate the emergency power to the facility.

The generator is set to initiate automatically upon power failure. The Maintenance Director would be able to manually initiate the transfer switch in the event of a failure. Staff will be in-serviced on the emergency power plan upon hire during orientation as well as annually during annual disaster drills so they understand their roles in the event of power failure.

21. Provide a maintenance schedule for both the generator and cooling system (HVAC, Portable A/C, etc.) to include minimal monthly test of operation of 30 minutes or more under at least 30 percent of the rated capacity.

The generator is checked weekly and run monthly for a minimum of 30 minutes by the Maintenance department. Quarterly checks are performed by Emergency Systems Services, Inc. A load bank test is performed every three years by Emergency Systems Services, Inc. as required since at least 40% of the building is currently on our generator. The results from the 2015 test are included and the next test will be performed in 2018.

The Maintenance Department performs monthly checks of HVAC units while changing the air filters. Pollock's Heating and Air services the units annually and on an as-needed basis based on weather changes and any issues that arise. Supporting documentation attached.

Provide a maintenance schedule for both the generator and HVAC system (include mechanism for load testing and documentation of test):

See above

22. Provide documentation of maintenance testing reports.

Generator Operational Record attached.

23. Please attach a certified HVAC letter with a quote approving the tonnage required to cool the space indicated.

During their on-site visit, our contracted architect (Olivieri Architects), mechanical engineer (MPS Engineering, Inc.), and electrical engineer (Consulting Engineering Associates) will determine the most efficient use of our common areas to be used as cooled areas and the tonnage required to cool the indicated areas.

24. Please attach a certified electrician letter with a quote specifying generator capacity required to run HVAC system and fuel for 96 hours.

During their on-site visit, our contracted architect (Olivieri Architects), mechanical engineer (MPS Engineering, Inc.), and electrical engineer (Consulting Engineering Associates) will determine the most efficient use of our common areas to be used as cooled areas and necessary generator capacity to power the HVAC system associated with those areas.

25. Please provide documentation to show the generator for the facility has been installed and is operable.

See attached servicing reports that ensure proper functioning of the generator.

26. Attach a letter from a mechanical contractor with a quote approving the tonnage required to cool the space indicated to include the number of people to be housed in the space.

During their on-site visit, our contracted architect (Olivieri Architects), mechanical engineer (MPS Engineering, Inc.), and electrical engineer (Consulting Engineering Associates) will determine the most efficient use of our common areas to be used as cooled areas and the necessary tonnage required to cool the space to include the number of people the 30 square feet per resident minimum requirement allows.

27. Describe how new staff will be informed of the emergency power plan:

Staff will be educated on the emergency power plan during new hire orientation.