

# Emergency Management Planning Criteria for Emergency Environment Control 58 AER17-1 & 59 AER17-1 Nursing Home/Assisted Living Facility

- A. Provide basic information concerning the facility to include:

Name of Facility: **Westwood Nursing & Rehab**

Facility Type: Skilled Nursing Facility

Facility Address: 1001 Mar Walt Drive

City, State and Zip Code: Fort Walton Bch, FL 32547

Telephone Number: 850-863-5174

Executive Director: Karen Rigdon, LNHA

- B. Identify area within facility and square footage that you plan to keep below 80 degrees:

**During a power outage Westwood Nursing & Rehab will cool roughly 15,000 square feet of the facility by generator power to include our resident rooms, main hallway, dining room and activity area. Also, front offices, kitchen, and laundry.**

- C. Identify how many people (residents and staff) the area to be cooled will accommodate:

**This will accommodate all 60 residents plus the staff who care for them with access for sheltered guests if needed, using the formula of 40 square feet per person.**

- D. Provide a statement on how you plan to move residents to the identified location. Identify if beds will be located in the area to be cooled:

**All residents rooms have PTAC's which will be generated by our 2 (in house) generators. All 60 beds will be in the cold zone. If at any time a residents PTAC is not working they will be moved to our dining room or activity area. Residents in their beds can be moved as necessary to accommodate their need for cooler temperatures.**

- E. Describe how staff will ensure the area does not exceed 80 degrees and how/how often the temperature will be monitored:

**Digital air temperature thermometers will be used to check air temperatures every two hours at hand rail height level or more frequently if the air temperature feels like it is climbing or is not comfortable. Plant Operations Manager/Designee will monitor temperatures and will inform Incident Command of any potential issues.**

- F. Describe make, model and size of generator. Is the generator fixed or portable?

**Westwood Nursing and Rehabilitation has a Kohler 100REOZJB (100 KW) and is portable. We also have an ASCO M76 125PJC6DT3 (125 KW) which is fixed.**

- G. Describe where the generator is located at your facility:

**The 100 KW is located on the East side of the facility by the kitchen/laundry on a portable trailer. The 125 KW is located on the Northwest corner of the building surrounded by a concrete barrier.**

- H. Describe what emergency features the generator is capable of powering (lights, fridge, A/C, etc.):

**The 100 KW will power the A/C's in the following areas listed: kitchen, laundry, dining room and activity area to include lights, walk in freezers and cooler. The 125 KW will power lights in the residents rooms, resident PTAC's, hallways, and A/C.**

- I. Describe how much fuel is located on sight, where the fuel is stored and how long it will provide fuel for the generator (minimum requirement is enough fuel for 96 hours/4 days):

**Westwood Nursing and Rehabilitation has 600 gallons total on site. The 100 KW generator is started with diesel and has flex fuel connected to natural gas. There is also a 100 gallon diesel tank connected to the 100 KW generator. The 125 KW generator has an in ground 500 gallon diesel tank located below the generator. The fuel company will supply an additional 500 gallon tank 1 week prior to a hurricane event and fuel the 500 gallon tank as often as needed during the event. The fuel on site will power the generators for a minimum of 4 days.**

- J. Describe how the generator is connected to supply emergency power to cool your facility:

**The 100 KW is connected through a transfer switch. The 125 KW is hard wired into the facility. See above for features the generator is capable of powering. The Maintenance Director is trained and educated to transfer the emergency generators one at a time to assure the capacity is within the load parameters of the generators. The emergency generators will not be loaded to exceed their 80% capacity which is the trade practice for generator optimal performance.**

- K. Describe the plan/procedure for initiating generator power:

**A transfer switch activates within seconds of loss of commercial power to begin generator power. There is also a manual process to activate the generator.**

- L. Document how the emergency generator, fuel supply and all equipment will be protected from debris and any impact:

**The generators are protected by the facility structure and are up to code and standard with concrete walls and fencing on top to prevent debris penetration.**

- M. Describe how the facility will refuel before and after an emergency. If a fuel agreement is established, provide the agreement:

**The fuel tank is never allowed to dip below 75% full and is filled on notification of a possible event. The fuel company will also supply an additional 500 gallon tank and pump one week prior to a hurricane event and fuel the tanks as often as needed during the storm.**

- N. Describe how training will be provided to ensure staff is aware of how to operate the emergency power to the facility (this section may not apply to facilities with automatic transfer switches):

**The facility has an automatic transfer switch.**

- O. If your facility is planning on installing a fixed generator, describe the construction implementation time and attach the plans:

**The fixed generator is already installed.**

- P. Describe if the fixed generator is to run the HVAC and provide a certified HVAC letter approving the tonnage required to cool the space indicated:

**Southern Generator came to test the generator to ensure it's HVAC capacity dated June 12, 2017.**

Submitted by:

Executive Director:  Karen Rigdon, LNHA

**Southern Generator Services**

PO Box 506  
Cropwell, AL 35054  
205-525-5158

**PREVENTIVE MAINTENANCE AGREEMENT**

The Meridian at Westwood  
1001 Mar Walt Dr  
Fort Walton Beach, FL 32547

6/12/2017

Date

This Preventive Maintenance Agreement has been designed for your two standby generators and consists of the following terms and conditions:

**I. SERVICES TO BE PERFORMED:** All services to be performed under this agreement are specified in the Preventive Maintenance Checklist enclosed with this contract. This contract is for preventive maintenance and inspection procedures and is not intended to be all-inclusive in nature. Parts and or services provided or performed that are beyond the PMI or the factory warranty will be billed at the prevailing rates less a 10% discount, including parts, labor, travel time, and mileage. Customer to receive "Dispatch Priority" as a PMI customer, wherein preference is given first to such customers before servicing NON-EMERGENCY commercial, industrial, governmental agencies, or the general public. Note: Rates DOUBLE for emergency service authorized and performed after hours, on weekends, or on holidays. It is agreed that this agreement covers only those items outlined in the Preventive Maintenance Checklist and that it does not include any expense to repair damage caused by abuse, accident, theft acts of a third party, forces of nature, alteration of equipment or improper operation. Also included will be one 2 hour load bank test on each generator.

**II. PREVENTIVE MAINTENANCE SCHEDULE:** The services provided for under this contract will be performed at bi-annual or quarterly intervals shown below. The customer shall provide easy access to the equipment to be serviced.

1st service	June 2017	3rd service
2nd service	Dec 2017	4th service

**III. CUSTOMER RESPONSIBILITY:** The customer or the customer's authorized agent shall maintain a regular recommended service procedure as outlined in the equipment manufacturer's applicable owner's manual. These procedures should be followed to minimize possible emergency service needs and assure minimum maintenance cost. A record of these procedures should be maintained for reference.

**IV. SOUTHERN GENERATOR SERVICES RESONSIBILITY:** Insofar as is practical, Southern Generator Services shall maintain a complete service history, necessary drawings and service procedure data for reference in the service of your equipment. Southern Generator Services agrees to maintain a representative stock of replacement parts and a complete factory trained service organization. After each inspection, the customer will be furnished a written report detailing conditions found and further service required, if any, to assure the operating dependability of the equipment covered under this contract. Southern Generator Services shall not be responsible for failure to render service due to cases beyond its control including strikes, labor disputes, acts of God, etc., or any consequential damage.

**V. AGREEMENT:** This contract shall constitute the full and complete agreement between Southern Generator Services and the undersigned. This agreement is not subject to alteration except as mutually agreed in writing. It may be terminated at any time by either party upon thirty days written notice, or other notice as required by law addressed to the last known address of the other party, and no claim for damages on account of such termination shall arise against either party.

**TOTAL CONTRACT PRICE (2 generators)**

**\$1600.00**

DISTRIBUTOR

CUSTOMER

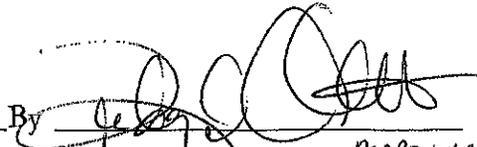
Southern Generator Services

By



Date 6/12/2017

By



Date 6/13/17

Approved by  
Carl Kneple (A)



