

# Emergency Generator Protocol

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When power is lost to a home with an emergency generator outlet equipped property, the following protocol listed below needs to be followed by not only the Board of DDS maintenance staff, but the provider for the home.

## 1. PROVIDER

- a. **Step One (1)** Look outside and try to determine if
  - i. If your neighbor’s homes are powered
    - 1. Check the homes electrical panel to see if circuits are tripped to the off position
- b. **Step Two (2)** Provider Staff should call DP&L when power is lost to the home at (937)331-3900.
  - i. Follow prompts to report and get information on local power outage
  - ii. If DP&L projects the outage to last 6 or more hours, DDS will bring emergency generator to home
  - iii. Be prepared and give information to MCBDDS emergency staff
- c. **Step Three (3)** Call the Board of DDS emergency number at (937)657-9201. **Leave a message with contact name, call back number, property address, and nature of the emergency. Your call will be returned within 20 minutes.**
  - **See MVIO Home Guide for Emergency Response Protocol**
- d. **Step Four (4)** Provider staff should notify program director/ manager of outage

For medical exception to the long term outage policy, please contact Carri Paschal @ 937-837-9251

## 2. MCBDDS - Upon Notification via the Emergency number

- a. **Step One (1):** The Board of DDS maintenance will call DP&L and confirm that the property is out of power and determine the length of time the home will be out of power. If DP&L has determined the outage is widespread and has no timeframe for power to return, or if we have no DP&L response within two (2) hours, proceed to step 2.
  - i. MCBDDS will communicate response plan and time line with provider staff
- b. **Step Two (2):** The Board of DDS maintenance staff will deliver and install the fully gassed generator at the location. The trained DDS maintenance staff will place the generator at a safe location on the property in proximity of the generator outlet.
  - i. **IMPORTANT-** the generator should NEVER be moved from this location. Moving the generator to an unsafe location could cause serious illness or even death from carbon monoxide fumes.
- c. **Step Three (3):** The maintenance technician will prepare to energize the newly created subpanel by manually flipping over the transfer switch. The selected circuits (AC/ Furnace, refrigerator, bedroom lights, etc....) will be energized once the generator is started. The provider staff must not alternate any circuits WITHOUT supervision or guidance from a Board of DDS maintenance technician.

- i. Please note: during the onset of the outages, please make sure refrigerator/freezer doors remain shut (food will last longer) and that you do your best to maintain your environment (heat/cooling) by keeping doors closed.
- d. **Step Four (4):** The Board of DDS Maintenance technician will start the generator and stay on site for approximately 30 minutes to ensure the generator is working and the circuits are energized. During this time he will explain to on site staff, the proper way to maintain the generator during the power outage and what to do if power is restored to the property.

**PLEASE SHARE INFORMATION REGARDING GENERATOR OPERATION DURING  
STAFF/ SHIFT CHANGES**

- e. **Step Five (5):** The Board of DDS maintenance staff will then show the provider how to refuel the generator (no different than any gas powered engine) and leave the provider a 5 gallon can of gasoline to refuel the generator. It will be the responsibility of the provider to check on the fuel levels (represented by the fuel gauge). **The providers will be responsible for refilling the gas cans and tank at their own/ or their clients costs.**
  - Recommended that provider staff set alarms to remind them to check fuel levels and
  - Provider responsible to ensure adequate staff available to leave property and obtain additional gas as needed or to have gas delivered
- f. **Step Six (6):** The Board of DDS staff will leave a flyer with the provider with emergency phone numbers to contact if there are any issues.
- g. **Step Seven (7):** Once DP&L power is restored to the area, the Board of DDS maintenance staff will either return to the home, or instruct a provider, on how to turn off the generator, and flip the transfer switch back to public utilities. The maintenance staff will then take the generator back to the board owned facility.
  - a. **IMPORTANT- the public utilities cannot be switched back on until Maintenance staff has transferred the generator power switch to off- failure to do this properly could cause back feeding in the power lines.**

Notes:

- Provider will be responsible for any damage caused by improper use of the generator and indemnify the Board & MVIO for improper use.
- It is essential to keep flashlights available and in a known designated area for power failures. Please test the batteries in your flashlights when you test your smoke detectors (or change in seasonal times).
- **Dayton Power and Light emergency power restoration efforts** supersede MVIO policy and procedures. Non DP&L technicians and/ or contractors are prohibited from servicing, gassing, and/ or interfering with DP&L installed emergency equipment.
- Providers are encouraged to develop an emergency backup plan if relocation is necessary for tenants during an emergency situation.