

Contact Person: Patricia Barker, Sr. Administrator

Monroe County Bayshore Manor
AL4196
5200 College Rd.
Key West, FL 33040
Phone: 305/294-4966

REVISION #001

GENERATOR ADDENDUM TO MONROE COUNTY BAYSHORE MANOR'S COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Pursuant to Emergency Rule 58AER17-1, entitled "Procedure Regarding Emergency Environmental Control for Assisted Living Facilities", this addendum is supplied as an addendum to Bayshore Manor's current Comprehensive Emergency Management Plan. The Emergency Rule requires a plan be submitted within 45 days from the date of the Emergency order (September 16, 2017). The Emergency order further requires plan implementation by November 15, 2017 (60 days from the date of the Emergency Order).

Scope of Addendum: This addendum is intended to address the implementation of a plan to ensure ambient temperatures will be maintained at or below 80 degrees Fahrenheit for a minimum of ninety-six (96) hours in the event of the loss of electrical power to an assisted living facility. The plan is intended to address the acquisition, maintenance, and testing of an installed generator. The plan also addresses the storage of fuel on the premises for the generator.

Existing Generator: Bayshore Manor is a 7,118 sq.ft. building that houses 16 full time residents. The facility presently has a Kohler aboveground 150 KW diesel powered generator, which holds 150 gallons of diesel fuel and burns approximately 6.25 gallons per hour at 60% load. The generator is capable of maintaining a full building electrical load, including existing air conditioning system, for approximately 24 consecutive hours. The generator is connected to an automatic transfer switch and is programmed to start up and power the entire facility, including the air conditioning system, anytime there is a loss of power. The existing generator does not have an automatic exercise device that allows the generator to start up and exercise regularly; however, one will be installed as soon as possible.

Action Items:

The Monroe County Fleet Department is actively working on the installation of an automatic exercise device that allows the generator to start up and exercise regularly and will also allow Bayshore Manor assigned staff to observe and log successful start-up and shut down weekly.

Fuel: The Monroe County Fleet Department is responsible for supplying diesel fuel for the Bayshore Manor generator. A Monroe County fuel truck delivers the fuel for the generator to Bayshore Manor. No fuel is routinely kept on the Bayshore Manor property. However, in the event of an anticipated loss of power for more than 18 hours, the Monroe County Fleet Department will re-locate a Monroe County fuel truck on site at Bayshore Manor for re-fueling

of the generator as necessary to ensure temperatures do not exceed above 80 degrees for at least 96 hours.

Maintenance: The Monroe County Fleet Department is responsible for generator maintenance. A Monroe County Fleet Department generator technician documents and provides monthly inspections of the Bayshore Manor generator, keeping records of same in the Monroe County Fleet Department as well as on-site with Bayshore Manor assigned staff. Any facility-based required generator records are co-located on-site at Bayshore Manor.

The Monroe County Fleet Department has assigned staff who are responsible for maintaining current 24/7/365 emergency contact information (see attached) in the event of any emergency, including the loss of city and generator power simultaneously.

The Monroe County Fleet Department generator technicians maintain a suitable back-up generator ready and available should the existing generator fail to perform due to possible malfunction.

Action Items:

The Monroe County Fleet Department generator technician is actively working on procuring a permanent list of contractors who are willing to install a back-up rental unit generator(s) with little or no notice.

The Monroe County Fleet Department is in the process of scheduling the State Fire Marshall to conduct an inspection at Bayshore Manor to ensure compliance with Emergency Rule 58AER17-1.

Staff Training: All Monroe County Fleet Department and Bayshore Manor staff undergo generator training for procedures which will occur prior to, during, and after the loss of power. During conditions when there is a named storm approaching the area where Bayshore Manor is located, trained staff are at the building to ensure proper operation of the generator.

All Monroe County Fleet Department and Bayshore Manor staff, as a part of their orientation requirements, are trained on the procedures that are to be followed prior to, during, and after a power outage.

Procedures During the Loss of Power: If power is lost to the building, Bayshore Manor staff on duty will perform the following:

- Notify the power company of the loss of electrical service by calling Keys Energy, 305-295-1010. Staff do not assume it has already been reported.
- Staff contact the Sr. Administrator or designee.
- Bayshore Manor staff will patrol the building every 20 minutes for resident wellness checks.

- When there is an anticipated loss of power for more than 18 hours, the Monroe County Fleet Department will re-locate a Monroe County fuel truck on site at Bayshore Manor for re-fueling of the generator as necessary to ensure temperatures do not exceed above 80 degrees for at least 96 hours. The generator and generator fuel consumption will be closely monitored at all times by both Bayshore Manor staff and Monroe County Fleet Department staff.
- If the generator does not automatically engage and temperatures appear that they may exceed 80 degrees in the building, the on-call Monroe County Fleet Department generator technician will be contacted to assess the malfunction or to supply an emergency back-up generator.
- If at any time temperatures exceed 80 degrees on three different readings within an hour, residents will evacuate the building in accordance with our Comprehensive Emergency Management Plan. Evacuation could be to any of the numerous Monroe County government facilities in Key West that are equipped with full building generators or to any of the local hotels.

Revision: 11/13/2017

Monroe County Fleet Department
EMERGENCY CONTACT LIST

Edward Lowe Operations Manager 305-747-0294

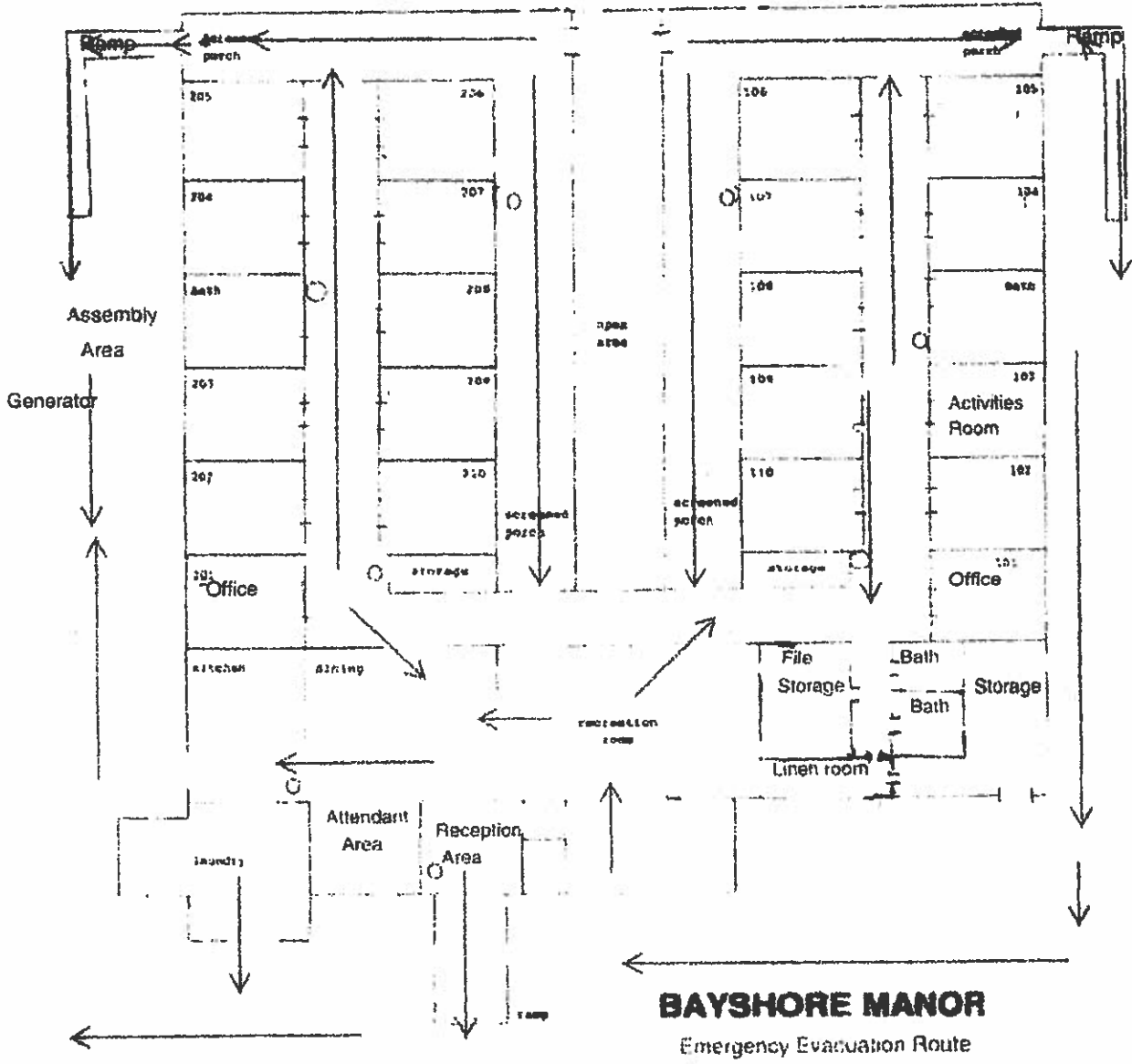
Craig Smith Generator Technician 305-747-0619

Bob McGregor Lead Mechanic 305-747-0618

Norman Haney Mechanic 2 305-747-2391

Joseph Hilts Mechanic 2 305-394-5312

○ Fire Extinguishers



CONTROLLING DEPARTMENT GENERATOR INSPECTION

DATE: _____ PREPARED BY: _____
AREA: _____ UNIT #/LOCATION: _____/_____

Below check marks indicate the items checked for fluid levels. Do not start generator if any of the fluids are low or leaking.

"NOTE" indicates action required.

INSPECTION CHECK LIST

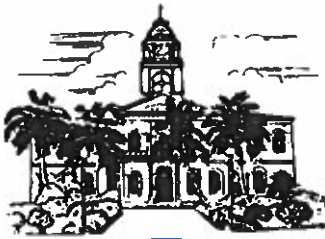
_____	FUEL TANK LEVEL	NOTE: _____
_____	OIL LEVEL	NOTE: _____
_____	RADIATOR FLUID	NOTE: _____
_____	BATTERY WATER	NOTE: _____
_____	VISIBLE FLUID LEAKS	NOTE: _____
_____	EXTERIOR CONDITION	NOTE: _____
_____	HIGH VOLTAGE LABEL	NOTE: _____

Additional Work/Note:

TIME STARTED: _____ TIME STOPPED: _____

DATE: _____ WORK ORDER NUMBER _____

**Monroe
County
Emergency
Management**



**490 63rd St. Ocean
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Marathon, FL 33050**

**Ph: 305-289-6018
Fax: 305-289-6333**



MEMORANDUM

DATE: November 14th, 2017

TO: Trish Barker
Senior Administrator
Bayshore Manor

FROM: Jeff Manning
Emergency Management Sr. Planner

SUBJECT: Bayshore Manor Emergency Power Plan

Dear Ms Barker,

Thank you for submitting the generator addendum to your 2017 Emergency Plan to us for review. Our office has reviewed the addendum, and we agree it meets the requirements of the Emergency Power Rule. This addendum will be filed with the 2017 Emergency Management Plan for Bayshore Manor, and posted on the Monroe County Emergency Management website as required by the rule.

We have no doubt that you and your staff will continue to provide excellent care in the years to come.

Thank you,


Jeff Manning
Senior Planner
Monroe County Emergency Management

