



# Saint John of God Kerry Services

Hospitality - - Compassion - Respect

04

## Power Failure Policy and Procedure

Saint John of God Kerry Services

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# Policy and Procedure

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## 1. Purpose

It is the policy of Saint John of God Kerry Services to ensure the safety of all our service users, staff and visitors and with this in mind the purpose of this Policy and Procedure is to provide clear direction in the event of major power failure, defined as the loss of mains and/or generator electricity for a period of time that will affect the living standards of our Service Users, on campus at Beaufort, within Community Day Services and Community Residential Services.

## 2. Scope of Policy and Procedure

This Policy and Procedure applies to all staff, students and volunteers in locations where a power failure occurs.

## 3. Roles and Responsibility

- 3.1 The General Manager of Kerry Services acknowledges the responsibility in ensuring adequate planning for a major power failure.
- 3.2 This responsibility is delegated to the Programme Managers to oversee and implement.
- 3.3 Saint John of God Kerry Services Health & Safety Co-ordinator will be requested to oversee the implementation and adherence to the plan.
- 3.4 All staff of Saint John of God Kerry Services are responsible to adhere to this Policy and Procedure.

## 4. Power Failure at Beaufort Campus

- 4.1 In the event of power failure the most senior person on site will assume responsibility and control of the situation and will be referred to as the Responsible Person for the purposes of this Policy and Procedure.
- 4.2 The Responsible Person will establish availability of support staff and assign responsibilities as appropriate e.g. a person to oversee welfare at the incident site, a person responsible to monitor logistics both on and off campus, a person to monitor any other relevant information etc.
- 4.2 The Responsible Person will make contact with or assign another staff member to make contact with Electricity Network (1850 372999) to advise them of the power failure and to gain information regarding estimated time of power restoration.
- 4.3 The staff member phoning Electricity Networks will advise the nature of service provision, in particular the vulnerability of the service users, and have the MPRN to hand (see Appendix A) so as the Electricity Network can readily identify the location.
- 4.4 The Responsible Person will advise, as appropriate, any other personnel who may be able to assist or support in the emergency.



4.5 A Command and Control Room will be established in the Conference Room to manage the emergency where the following items are stored in a suitcase marked 'Command and Control' which is retained in a press also marked 'Command and Control';

- Emergency Contact Numbers
- Emergency Policy and Procedures
- Plans of the Grounds
- Writing Pad and Pens

along with 2 trickle cell Torches left on charge as well as a telephone with outside line (DDI on this)

4.6 The Responsible Person, or their designee, will make contact with the Service's mobile generator contractor i.e. Ciarán Marshall, 087-2520888 to advise of the mains power failure and that the generator did not activate and request his presence on site.

## **5. Power Failure at Community Residential Locations**

5.1 In the event of power failure the most senior person on site will assume responsibility and control of the situation and will be referred to as the Responsible Person for the purposes of this Policy and Procedure.

5.2 The Responsible Person will establish availability of support staff and assign responsibilities as appropriate e.g. a person to oversee welfare at the incident site, a person responsible to monitor logistics, a person to monitor any other relevant information etc.

5.3 The Responsible Person will make contact with or assign another staff member to make contact with Electricity Networks (1850 372999) to advise them of the power failure and to gain information regarding estimated time of power restoration.

5.4 The staff member phoning Electricity Networks will advise the nature of service provision, in particular the vulnerability of the service users, and have the MPRN to hand (see Appendix A) so as the Electricity Network can readily identify the location.

5.5 The Responsible Person will advise, as appropriate, any other personnel who may be able to assist or support in the emergency (see Appendix B, Emergency Contact Numbers).

5.6 The Responsible Person, or their designee, will make contact, where applicable, with the Service's mobile generator contractor i.e. Ciarán Marshall, 087-2520888 to advise of the mains power failure, the residences location and request his presence on site.

## **6. Power Failure at Day Service Locations**

6.1 In the event of power failure the most senior person at the location will assume responsibility and control of the situation and will be referred to as the Responsible Person for the purposes of this Policy and Procedure.

6.2 The Responsible Person will establish the availability of support staff and assign responsibilities as appropriate e.g. a person to oversee welfare



- at the incident site, a person responsible to monitor logistics, a person to monitor any other relevant information etc.
- 6.3 The Responsible Person will make contact with or assign another staff member to make contact with Electricity Networks (1850 372999) to advise them of the power failure and to gain information regarding estimated time of power restoration.
  - 6.4 For the following locations, the Responsible Person will contact their building management and receive direction from same.
    - 6.4.1 **Oilean Beo** Castleisland Day Service An Riocht
    - 6.4.2 **Neidin Beo**, Kenmare Day Service, Kenmare V.E.C.
    - 6.4.3 **Skills for Life**, Institute of Technology Tralee.
    - 6.4.4 **Killorglin Group**, St Michael's Church Iveragh Road Killorglin
  - 6.5 The staff member phoning Electricity Networks will advise the nature of service provision, in particular the vulnerability of the service users, and have the MPRN to hand (see Appendix A) so as the Electricity Network can readily identify the location.
  - 6.6 The Responsible Person will advise, as appropriate, any other personnel who may be able to assist or support in the emergency
  - 6.7 The Responsible Person, or their designee, will make contact, where applicable, with the Service's mobile generator contractor i.e. Ciarán Marshall, 087-2520888 to advise of the mains power failure, the residences location and request his presence on site.

## 7. **Stand down**

- 7.1 As soon as is practicably possible when power is restored priority will be given to reassuring service users affected by power outage.
- 7.2 Any staff affected by the power outage can be offered the services of the Staff Support Programme.
- 7.3 Within three working days of the power failure the Responsible Person will convene a meeting with appropriate personnel to discuss the event and explore potential learning if warranted.



## Appendix A

### Saint John of God Kerry Services Service Location MPRN

Location Address	MPRN
<b>Residential</b>	
14 Woodbrooke Lawn Tralee	10 007 992 638
3 The Arches, Killorglin. Co. Kerry	10 301 620 436
3 Woodbrooke Manor Tralee	10 007 992 439
34 Forge Park, Oakpark Tralee	10 008 047 094
4 Forge Park, Oakpark Tralee	10 008 047 432
4 Woodbrooke Manor Tralee	10 007 992 440
Ábhaile. 41 Ashfield, Greenville Rd. Listowel	10 007 676 043
Apt 14 Woodbrooke Lawn Tralee	10 007 992 729
14 Woodbrooke Lawn Tralee	10 007 992 638
Apt 18 Brook Lodge House, Oakview Village, Tralee	10 300 861 879
Farmhouse Out Buildings, Beaufort, Co. Kerry	10 008 236 520
Five Furlongs, Racecourse Rd. Tralee	10 008 028 547
St. Mary of the Angels. Beaufort	10 000 050 352
Baile An Tooreen, Killorglin	10 301 796 006
Teach Eoin, Ballyard, Tralee	10 020 455 406
Tullig Killorglin HSE House	10 008 311 466
<b>Day Services</b>	
14 Ashe St. Tralee	10 008 009 431
34 Market St., Listowel	10 007 677 246
Monavalley, Tralee	10 000 053 990
Oak Tree Lodge, St Mary of the Angels. Beaufort	10 008 237 818
Office Centre Point, Park Rd. Killarney	10 304 908 905
Saidhbhin Care, Reenrusheen, Cahirciveen	10 008 378 087
Block A. Dominick St., Tralee	10 302 947 363
Tobair Eoin Spa Rd. Dingle	10 007 907 466
57 Ashfield Listowel Day Service	10 300 396 434
Saoirse Group Rear of St. Patricks Building William Street Upper Listowel Co. Kerry	10 007 672 263
FarmHouse On SMOA Campus	10 300 228 972
St. Patrick Day Programme Boherbee, Tralee	10 008 002 466

