

Approved By: Board of Directors	Adopted Date: 08/01/2017
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#### PURPOSE:

Open Door Community Health Centers is aware of the critical nature of electrical power in the safe care of our patients. This Policy outlines steps to be taken to ensure safe operation of the emergency backup generator.

#### DEFINITIONS:

**Generator:** A machine configured to generate electricity and will start automatically when a power failure occurs.

**Emergency Power Standby System (EPSS):** One or more generators that are connected to a building's emergency distribution system by means of the Automatic Transfer Switch.

**Automatic Transfer Switch (ATS):** The electrical switching device that, upon loss of normal incoming electrical power, will automatically send a signal to the EPSS to start generating electricity and will shut down the EPSS when normal power is returned.

#### POLICY:

In order to maintain a safe patient care environment Corporate Services will follow these procedures. Corporate Service shall keep a log of all emergency backup generators and Automatic Transfer Switches (ATS) in the Organization.

Corporate Services shall follow the backup emergency electrical generators maintenance schedule as well as the manufacturers recommended schedule:

- Each Emergency Backup Generator and ATS will be kept on an inventory in Corporate Services.
- For each Emergency Backup Generator and ATS the inventory will include:
  - a log sheet for each generator and ATS of the tests performed
  - the log sheet will include the type of test, date of the test completion, and documentation of whom completed the test
  - any annual load test records
  - any tri-annual load test records
- Diesel powered generators testing frequency:
  - At least monthly each emergency diesel backup generator shall be tested, under load, for at least 30 continuous minutes. The completion date of the test is documented in the log sheet.
    - The monthly test for diesel-powered emergency generators is conducted with a dynamic load that is at least 30% of the nameplate rating of the generator or meets the manufacturer's recommended prime mover's exhaust gas temperature. If the diesel-powered generator does not meet either the 30% of nameplate rating, or the recommended exhaust gas temperature then it must test the generator once every 12 months using supplemental (dynamic or static) loads of 25% of nameplate rating for 30 minutes, followed by 50% of nameplate rating for 30 minutes, followed by 75% of nameplate rating for 60 minutes, for a total of 2 continuous hours.

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- At least every 36 months the emergency backup diesel generator shall be tested for a minimum of 4 continuous hours. The completion date of the test is documented in the log sheet.
  - The 36 month test uses a dynamic or static load that is at least 30% of the nameplate rating of the generator or meets the manufacturer's recommended prime movers exhaust gas temperature.
- If any of the above tests fail contact Corporate Services Lead and the Operations Department Lead to determine if a temporary emergency backup generator needs to be ordered.
- If repairs are made the failed test must be redone.
- Non-diesel powered generators testing frequency:
  - Non-diesel emergency backup generators shall be tested monthly, under available load, for 30 continuous minutes. The completion date of the test is documented in the log sheet.
  - Non-diesel emergency backup generators shall be tested every 36 months for 4 continuous hours. The completion date of the test will be documented in the log sheet.
  - If any of the above tests fail contact Corporate Services Lead and the Operations Department Lead to determine if a temporary emergency backup generator needs to be ordered.
  - If repairs are made the failed test must be redone.
- ATS testing frequency:
  - At least monthly each ATS shall be tested and the completion date of the test is documented in the log sheet.
  - At least one time per year each ATS will be used to start the emergency backup generator. The completion date of the test will be documented in the log.

#### **REFERENCES:**

*Medical University of South Carolina, System Failure Protocol, 2012*  
*Joint Commission, Environment of Care Chapter 2. EC.02.05.07*  
*National Fire Protection Association Guidelines*

#### **ASSOCIATED DOCUMENTS:**

None

#### **KEYWORD TAGS:**

*Generator, backup, back up, back-up*