



Orange County EMERGENCY POWER PLAN (EPP) CRITERIA FOR ASSISTED LIVING FACILITIES & NURSING HOMES

Orange County Office of Emergency Management

Email: HCF@ocfl.net

www.ocoem.com

Issue Date: Sept 27, 2018

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EMERGENCY POWER PLAN (EPP)

PLANNING CHECKLIST FOR ASSISTED LIVING FACILITIES & NURSING HOMES

PURPOSE

On March 26, 2018 Governor Scott signed into effect Rules 58A-5.036 and 59A-4.1265. Pursuant to the Rules, all assisted living facilities and nursing homes must obtain ample resources, including a generator/alternate power source and the appropriate amount of fuel to sustain operations and maintain safe temperatures for at least 96 hours following a power outage. Both Nursing Homes and Assisted Living Facilities are required to submit an Emergency Power Plan (EPP) that complies with the above rules to the Local Emergency Management Agency for review and approval by April 26, 2018.

The purpose of this document is to assist affected facilities in achieving compliance with standards defined in Florida law. This document is not intended to serve as an authoritative reference for the purpose of zoning, permitting, life safety standards or interpretation of Florida law. Alternate power sources, fuel requirements and all other components of the EPP must comply with the local jurisdiction's permitting rules, the Florida Building Code, the Florida Fire Prevention Code and National Fire Protection Association (NFPA) standards. For information on permitting, zoning and building requirements contact your local permitting offices and Fire Department. For clarification of state law or rules contact the Agency for Health Care Administration (AHCA).

GENERAL INFORMATION

This document outlines all Emergency Power Plan (EPP) submittal requirements and must be attached to your emergency power plan submittal. To ensure accurate review of your facility's plan, list the page number and paragraph within your plan where the listed criterion is located. Include this information in the column to the right of each criterion.

Submit your Emergency Power Plan using the following steps:

1. Go to www.ocoem.com.
2. Select **Healthcare Plans** tab.
3. Click on Upload CEMP & EPP
4. Log in
5. If you forgot your user name or password – click on the “forgot user name or link” follow instruction from there
6. Pages 1-5 of this document must be included with your submission.
7. Combine and submit all documentation as one file.
8. **Save you file in PDF format, using your facility name followed by the letters EPP (Example: All Care Nursing Home EPP.pdf).**

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Contact Numbers for Local Permitting Offices and Fire Departments	
City of Apopka	Permitting: 407-703-1712 Fire: 407-703-1754
City of Bay Lake	Permitting: 407-836-5550 Fire: 407-560-4397
City of Belle Isle	Permitting: 407-581-8161 Fire: 407-836-8342
Town of Eatonville	Permitting: 407-623-8904 Fire: 407-581-8161
City of Lake Buena Vista	Permitting: 407-828-2034 Fire: 407-560-4397
City of Maitland	Permitting: 407-539-6248 Fire: 407-593-6228
Town of Oakland	Permitting: 407-656-1117 ext.2107 Fire: 407-836-8342
City of Ocoee	Permitting: 407-905-3104 Fire: 407-905-3140
City of Orlando	Permitting: 407-246-2271 Fire: 407-246-2271
City of Winter Garden	Permitting: 407-877-5136 or 407-656-4111 Fire: 407-877-5175 ext. 2020
City of Winter Park	Permitting: 407-599-3237 Fire: 407-599-3612
Town of Windermere	Permitting: 407-277-9795 Fire: 407-905-3140
Unincorporated Orange County	Permitting: 407-836-5550 Fire: 407-836-0070

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ENVIRONMENTAL COMPLIANCE:

For questions regarding environmental compliance, please contact the Environmental Protection Division (EPD) at **407-836-1400**.

1. Air Permits and Exemptions

- a. Emergency generators with stationary Reciprocating Internal Combustion Engines (RICE) that are used only in emergency situations and operated properly in accordance with Rule 62-210, F.A.C., are exempt from obtaining an air permit under the following conditions:
 - i. The generator is certified and maintained as described in the manual.
 - ii. The unit uses **no more than** 64,000 gallons per year of diesel, or 5,400 gallons per year of gasoline, or 288,000 cubic feet per year of propane, or 8.8 million cubic feet per year of natural gas among all RICE generators combined.
 - iii. If you have any questions about your emergency generator with respect to air permitting, please contact EPD's Air Permitting team for more information.

2. Storage Tanks Containing Petroleum Products

- a. Aboveground Storage Tanks (AST) greater than 550 gallons and Underground Storage tanks (UST) greater than 110 gallons are regulated under storage tank rules 62-762 (ASTs) and 62-761 (USTs) and are required to be registered with the Florida Department of Environmental Protection 30 days prior to installation.
- b. Notification of installation is required to be provided to the Orange County EPD Storage Tank Program 30-45 days and 48-72 hours prior to installation activities.
- c. Tank system equipment must be on the Florida Department of Environmental Protection (FDEP) equipment approval/registration list.
- d. Facility owners/operators must demonstrate financial responsibility.

FIRE SAFETY COMPLIANCE:

Specific questions regarding fuel supplies or fire safety compliance should be referred to your local Fire Official or Fire Marshal's Office.

1. Fuel Supply Installation and/or Storage – Fossil Fuels

- a. For alternative power supply appliances using fossil fuels as the fuel source, permanently installed aboveground or underground storage tanks shall be installed in accordance with NFPA 30, Flammable and Combustible Liquids Code, currently adopted edition listed in the Florida Fire Prevention Code.



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- b. Per NFPA 1, chapter 66.9.6.2.2 Special Occupancy, storage in excess of 10 gallons of class I liquid shall be permitted where stored in flammable liquids storage cabinets and where the total aggregate quantity does not exceed 120 gallons depending on the size of the cabinet. No more than two (2) five (5) gallon portable containers are allowed to be store outside of the cabinet. Portable fuel containers or safety cans are limited to no more than five (5) gallon capacity.
2. **Fuel Supply Installation and/or Storage – Liquefied Petroleum (LP) Gas**
 - a. For alternative power supply appliances using LP gas as the fuel source, the fuel supply shall be arranged to meet the requirements of NFPA 58, Liquefied Petroleum Gas Code, currently adopted edition listed in the Florida Fire Prevention Code.
3. **Fuel Supply Installation and/or Storage – Natural Gas**
 - a. For alternative power supply appliances using natural gas as the fuel source, the fuel supply shall be arranged to meet the requirements of NFPA 54, National Fuel Gas Code, currently adopted edition listed in the Florida Fire Prevention Code.

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PURPOSE OF SUBMISSION (CHECK BOX)

NEW EMERGENCY POWER PLAN SUBMISSION

EMERGENCY POWER PLAN RE-SUBMISSION

EMERGENCY POWER PLAN (EPP) - REQUIRED INFORMATION

The EPP must include the following information for approval. Any omission of required information may result in a delay or denial of approval.

1. **Facility name, address, main telephone number, emergency contact telephone number, type of facility, email address, and license number.**
2. **Administrator name and address, work and after-hours telephone numbers.**
3. **Secondary Administrator or alternate designee name and address, work and after-hours telephone numbers.**
4. **Name and address, work and after-hours telephone numbers of primary person(s) who developed this plan.**
5. **Written procedure (step-by-step) on how this EPP will be activated and utilized in the event of a loss of primary power source. Sufficient detail must be included describing the functions that will be accomplished by staff responsible to activate the alternative power source (this includes who, what, when and how).**
6. **Written procedure (step-by-step) and schedule for the testing and maintenance of the alternative power source. As a reference, NFPA 110 Ch.8 requires generators and transfer switches to be tested monthly.**
7. **Describe in detail how the facility will shelter residents from other facilities under mutual aid agreements that are in place. Include the total number of people (residents and staff) that will be occupying the area designated to be climate controlled using the alternative power source. This component of the plan must meet national emergency shelter standards/state shelter guidelines and appropriate fire codes.**
8. **Number and location of Carbon Monoxide alarms. Include a copy of the floor plan with carbon monoxide alarm locations specified.**
9. **Site plan indicating the proposed location of the generator and any associated permanent fuel storage locations. Include the distances to existing buildings and to property lines. Separation distances must comply with existing life safety standards.**
10. **Indicate the type of essential appliances that will be powered by the generator. Per NPFA 70 Portable Generators are required to have a transfer switch.**



EMERGENCY POWER PLAN Criteria

No.	Criteria Requirement	Page Number
1	<p>Submit your facility Emergency Power Plan to your local Emergency Management Agency by April 26, 2018.</p> <p><u>Include:</u></p> <ul style="list-style-type: none"> ▪ Orange County Emergency Power Plan Criteria Checklist (pp.1-6) <p>Once an approval letter is issued, facilities must submit a copy of the approval letter within 2 days to Agency for Health Care Administration (AHCA).</p> <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	N/A
2	<p>Submit an Florida Electrical Engineer’s or a Licensed Electrician’s certification attesting to the acquisition of a sufficient alternate power source to ensure ambient air temperatures will be maintained at or below 81 degrees Fahrenheit for a minimum of ninety-six (96) hours in the event of the loss of electrical power.</p> <p>Include type, whether permanent or portable, water resistant, and storage. Per NPFA 70 Portable Generator are required to have a transfer switch.</p> <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	
3	<p>Describe in detail the area of the facility that will be kept at 81 degrees Fahrenheit or less using alternative power source in the event of loss of primary power. Include a letter from a Florida licensed HVAC Contractor or Mechanical Engineer to verify the HVAC system can cool the designated space. Florida law requires the designated space to be of sufficient size to maintain all residents safely at all times, and that the space must be appropriate for resident care needs and life safety requirements.</p> <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	

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<p style="text-align: center;">4</p>	<p>Describe how many people (residents and staff) will be located in the climate controlled area. Include floor plan with dimensions of the area and provide details on how residents will be moved to this location. The area selected cannot impact egress pathways. Provide details on whether beds will be available in the cooled area, and if so, how many and are the beds part of existing onsite inventory.</p> <p>For ALFs, Florida law requires no less than twenty (20) net square feet per resident. An ALF may use eighty percent (80%) of its licensed bed capacity as the number of residents to be used in the calculation to determine the required square footage.</p> <p>For NHs, Florida law requires no less than thirty (30) net square feet per resident. This may include areas that are less than the entire NH if the nursing home’s comprehensive emergency management plan includes relocating residents to portions of the building where the health, safety, welfare, and comfort of the residents will be maintained.</p> <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	
<p style="text-align: center;">5</p>	<p>Describe the following procedures, including the staff members responsible, methods used and frequency of monitoring.</p> <ol style="list-style-type: none"> 1. Procedures to monitor residents for signs of heat related injury. The procedures must address the care of residents occupying the facility during a state of emergency. 2. Procedures to ensure temperatures will remain at 81 degrees Fahrenheit or less? <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	

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<p>6</p>	<p>Describe policies and procedures that ensure staff can effectively and immediately activate, operate and maintain the alternate power source and any fuel required for the operation of the alternate power source including:</p> <ol style="list-style-type: none"> 1. The use of cooling devices and equipment. 2. The use of refrigeration and freezers to produce ice and appropriate temperatures for the maintenance of medicines requiring refrigeration. 3. Wellness checks by assisted living facility staff to monitor for signs of dehydration and heat injury 4. A provision for obtaining assistance from emergency medical services for residents whose life safety is in jeopardy. <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	
<p>7</p>	<p>Describe the procedures for the acquisition of sufficient fuel, and safe maintenance and storage of that fuel at the facility. Fuel supply Installation and/or storage must follow NFPA 30, NFPA 1, ch 66.9.6.2.2, NFPA 58, and NFPA 54.</p> <p>Florida law requires onsite fuel storage for ALFs as follows:</p> <ul style="list-style-type: none"> ▪ Licensed capacity of 16 beds or less must store a minimum of 48 hours of fuel onsite. ▪ Licensed capacity of 17 or more beds must store a minimum of 72 hours of fuel onsite. ▪ In a declared state of emergency primary power delivery must secure ninety-six (96) hours of fuel. <p>Florida law requires onsite fuel storage for NHs as follows:</p> <ul style="list-style-type: none"> ▪ NHs must store a minimum of seventy-two (72) hours of fuel onsite. ▪ Must have a reliable method to obtain the maximum additional fuel at least 24 hours prior to depletion of onsite fuel. ▪ In a declared state of emergency primary power delivery must secure ninety-six (96) hours of fuel. <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	

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<p>8</p>	<p>Submit Engineer’s Certification attesting to the acquisition of services necessary to install, maintain and test the equipment and its functions to ensure the safe and sufficient operation of the generator system installed in the facility.</p> <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	
<p>9</p>	<p>Any deficiencies or request for clarification must be resubmitted to the office of emergency management within 10 business days of notification.</p> <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	
<p>10</p>	<p>Implement the Emergency power plan by June 1, 2018</p> <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	<p>N/A</p>
<p>11</p>	<p>Implement the written policies and procedures to ensure that the facility can effectively and immediately activate, operate and maintain the generators/alternate power sources and any fuel required for the operation of the generators.</p> <p>Criteria reference: 58A-5.036 and 59A-4.1265, F.A.C.</p>	<p>N/A</p>