EMERGENCY POWER OUTAGE MANUAL

I. Basic Facility Information
   a. Name of Facility: AMER Home
   b. Facility Type: Assisted Living Facility
   c. Facility Address: 1918 Barrington Drive West, Clearwater, FL 33763
   d. Facility Administrator and Contact Number: Emma Barrido, (727) 271-3695; Roque Barrido, (727) 967-6756
   e. Facility License Number: AL6644
   f. Facility Licensed Capacity: 6

II. Generator Information
    a. Manufacturers Name: A-Ipower
    b. Model Number: SUA 12000E
    c. Serial Number: 10W-30
    d. KVA/KW: 12,000 WATTS/1.2 KW
    e. Voltage: 120-220 V
    f. Phase: 60
    g. Type: Portable
    h. Storage location: Outside shed 15 ft behind the building

III. Fuel Information
     a. Type of fuel: Gasoline
     b. Fuel Capacity: 7 gallons
     c. Amount of fuel stored onsite (*96 hrs of reserve fuel required*): 65 gallons
        i. Full load running consumption: 0.6 gallons/hr
        ii. Total gasoline consumption: 15 gallons/day
     d. Stored fuel location: Outside shed 15 ft behind the building

IV. Electrical Coverage
    a. The total living area, including all bedrooms and common areas, totaling 2,064 sq. feet will be kept below 81 degrees using HVAC accommodating 8 persons.
    b. The generator has two (2) 20 amp. 120V outlets for emergency lights and refrigerators to be utilized during emergency loss of power.
V. Personnel Training  
   a. Personnel trained to handle the emergency generator are:  
      i. Roque Barrido  
      ii. Rosemarie Denoyo  
      iii. Nicanor Natar  
   b. Trained staff have read the facility’s Emergency Power Outage Plan (See Attachment A) and have been personally trained by the owner/administrator, Roque Barrido, on how to start and switch over power from the power provider, Duke Energy, to the portable emergency generator through a switching panel (See photos and Attachment B).  
   c. New staff will be required to read the Emergency Power Outage Plan during the first day of their training and receive training on how to operate the emergency portable power generator (See attachment C).  

VI. Maintenance and Troubleshooting  
   a. Generator readiness is tested once a month for 15 minutes full load by switching over the air conditioning unit to the emergency generator (See Attachment D).  
   b. In case of generator fail within 1 year of purchase, the owner/administrator, Roque Barrido, will return it to Sam’s Club for replacement. The owner has also established regular customer relations with Eagle Rental Company in Clearwater, FL in case of generator fail during the first 96 hrs of an emergency situation.
ATTACHMENTS
1. In the event of a power outage, the staff on duty must ensure that all residents are inside the facility and in a safe and comfortable location.

2. In the event of a nighttime power outage, the staff must turn on all emergency lights.

3. Once all residents are accounted for and confirmed in a safe location, the staff must inform Duke Energy of the power outage, obtain Duke Energy’s restoration plan and timeline, and plan accordingly.

4. After contacting Duke Energy, the staff must inform the facility owner of the power outage and follow any specific instructions provided.

5. The staff must then activate the Portable Generator System through the established procedure and monitor the system and fuel supply to ensure continuous supply of power in the facility.

6. Once Duke Energy is restored, the staff must turn off the generator and activate the Duke Energy power supply through the established procedure.

7. The facility must regularly have a licensed electrician maintain and test the equipment and its function to ensure the safe and sufficient operation of the generator system.

8. All staff, owner, and operator must review compliance information and undergo training to activate the Emergency Power System.
Portable Generator Power Transfer Procedure

1. In the event of a Duke Energy power outage, the staff on duty must activate the Portable Generator System through the following procedure.
2. In order to activate the generator, the staff must connect the generator to the switch panel.
3. The staff must ensure that the system is 5 feet away from any windows at all times.
4. Once the generator is connected, the staff must ensure the fuel tank is connected and properly supplying fuel to the generator.
5. After ensuring that the generator and fuel tank are properly connected, the staff must turn the generator on.
6. Once the generator is properly running, the staff must turn on the switch panel to allow power delivery to the assigned areas: including the air conditioning system, bedrooms, lights, refrigerator, and required medical devices.
7. As the generator is providing power to the designated areas, the staff must monitor the generator to ensure that it is properly delivering power continuously to the facility.
8. The staff must monitor the fuel to ensure the generator power will not unexpectedly cease and plan accordingly.
9. The staff must monitor the return of Duke Energy power. Once the Duke Energy power is restored, the staff must turn off the switch panel and the generator before disconnecting them
10. Once the switch panel and generator are disconnected, the staff must turn on the main Duke Energy electric panel.
11. The staff must then inform the facility owner of the power return.
Attachment C

How to Operate the Emergency Portable Generator

TURN ON:
1. Check the fuel and oil levels.
2. OPEN the fuel switch near the carburetor.
3. Turn ON the switch.
4. Push the START button.
5. WAIT 5-10 minutes before turning ON the current or voltage switch.

TURN OFF:
1. Turn OFF the current and voltage switch.
2. Turn OFF the fuel switch and let the engine run the gas until it STOPS.
3. Turn OFF the switch.
**Attachment D**

**Monthly Generator Maintenance Log**

<table>
<thead>
<tr>
<th>Date of Testing</th>
<th>Generator Readiness Test Complete (Y/N)</th>
<th>Generator Fuel Level Full (Y/N)</th>
<th>Generator Oil Level Full (Y/N)</th>
<th>Reserve Fuel Available (Gallons)</th>
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Portable Generator Load Test Results

Date of testing: 10/15/2017

Tested by: Roque Barrido

Generator tested: A-Ipower SUA 12000E

Results: During the load test, it showed 35 amps in the ampere meter. Generator capacity is more than sufficient to handle the load requirement to run the air conditioning unit and emergency lighting of the building. It can also handle the refrigerator when utilized.