

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Day Enrichment Services

POLICY NO: 60-005

SUBJECT: Power Failure – Retirement Enrichment

EFFECTIVE DATE: December 1990

Policy:

It is the policy of Cottonwood, Inc. to provide a safe environment for employees and consumers. In the event of a power failure consumers either remain in the facility or are transported to another Cottonwood site depending on the duration and severity of the situation.

Procedures:

I. At the Main Cottonwood, Inc. Site (2801 West 31st Street)

1. In the event of a power failure at the main Cottonwood, Inc. site, procedures in Policy 02-007 will be followed.

II. At the off-site Retirement Enrichment Services Center.

1. The facility is equipped with emergency lighting.
2. At the time of a power outage, staff determines the nature of the outage and calls Retirement Enrichment Coordinator, Day Enrichment Director and the Receptionist at Cottonwood, Inc.'s main site.
3. Upon consideration of the cause of the loss of power, staff contacts the utility company, the landlord and Retirement Enrichment Services Coordinator.
4. Evacuating from the facility depends on the cause, duration and timing of the power failure. Immediate transportation is provided if the power failure posed any immediate threat.
5. A simulated power failure is drilled quarterly and recorded by Retirement Enrichment staff on the drill form.