

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-007

SUBJECT: Power Failure - Day Procedure

PAGE(S): 1 of 1

EFFECTIVE DATE: June 1988

Policy:

It is the policy of Cottonwood, Inc. to provide a safe working environment for employees and consumers. If a power failure would occur, the workers will either remain at their work station or be transported to another site, depending on the duration of the situation.

Procedures:

1. In the event of a power failure, the emergency lights will activate. This should allow staff and consumers to safely move to a better lighted area. Consumers should remain with their work groups and refrain from wandering into other areas of the building. Unit Emergency Coordinators will assist movement with flashlights if needed.
2. The Site Emergency Director, a coordinator, or member of management will report the outage to the appropriate utility company.
3. The CEO and Site Emergency Director will determine whether it is feasible to continue work. He/She will determine whether the employees and consumers will remain at their work stations or be transported to their homes or partnering facility.
4. Cell phones are available for use as back-up.
5. Procedures for power failure will be routed and reviewed in consumer meetings at least annually.
6. As part of its overall safety and emergency planning program, Cottonwood, Inc. has plans and procedures documented in "The Business Survival Plan" notebook.