

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-005

SUBJECT: Power Failure and Suspected Natural Gas Leaks

EFFECTIVE DATE: August 1988

Policy:

It is the policy of Cottonwood, Inc. to provide a complete and comprehensive plan in case of an emergency. This procedure will be followed in the event of a power failure.

Procedures:

For power failures-

1. All provider controlled sites will be equipped with some type of emergency lighting source and a phone that is not dependent upon electricity to operate. Consumers who need oxygen support will keep a back-up portable tank for emergency use. Staff will check these items, review the policy, and document the results on the monthly Residential Emergency Drill Log at sites owned or leased by Cottonwood, Inc. Consumers will not actually participate in a drill.
2. At the time of a power outage, the residential staff person on duty will try to determine the nature of the outage so as to act accordingly. Things to check would include weather conditions, breaker boxes, smoke detectors, etc.
3. Upon consideration of the cause of the loss of power, the staff person should either contact the utility company or the On-Call Manager who would assist the residential employee in contacting maintenance personnel.
4. Temporarily moving consumers to another site would depend on the cause, duration and timing of the power failure. Immediate transportation of the individuals to another residential site is required should the power failure pose any potential threat to the safety of the consumers.

For suspected gas leaks-

Mercaptan is an odorant that smells like rotten eggs. It is added to natural gas as a safety measure to allow natural gas to be easily detected. If the smell is strong, take the following measures:

1. If the odor is strong or a blowing or hissing noise is heard, vacate the building or area immediately, leaving doors unlocked as people evacuate. Do not attempt to identify the source of the odor. Abandon all motorized equipment. Do nothing that could create an ignition source – do not light a match or use any type of phone or

battery-powered equipment. Do not turn electrical equipment or light switches on or off. Do not start a car or any type of motorized equipment.

2. After leaving the area of the suspected gas leak, contact the On-Call manager for assistance with reporting the suspected leak. Make this call only after everyone has reached a safe distance away from the building or area.
3. If the odor is faint and the staff person is not sure it is present, the staff person will call the utility company and request an inspection. The situation will be monitored so that evacuation can quickly occur if the odor increases.
4. Immediate transportation of the individuals to another residential site is required should the natural gas leak pose any potential threat to the safety of the consumers.
5. A monthly natural gas leak drill will be conducted for consumers and staff at Cottonwood, Inc. owned and leased sites. These will be documented on the monthly Emergency Drill Log.