

EMERGENCY GENERATOR TEST

Testing of the emergency electrical generators is required by the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO). This test, conducted semi-annually on a Saturday, requires that the building's entire emergency electrical load be transferred to the emergency generators.

PRE-TEST PROCEDURE

The Chief Office of Facility Management (OFM), will arrange a meeting with the Chief of Maintenance Engineering Branch (MEB) and the Chief of Power Plant Section, Division of Engineering Services (DES), to schedule testing dates.

- The Chief, OFM, will coordinate proposed dates with OFM staff for availability and with Special Events (301-496-3475) to ensure auditoriums will be empty. As soon as date is finalized Chief, OFM, will e-mail all staff of test date.
- **Six weeks** prior to the testing date:
 - The Chief, OFM, will meet with internal staff and assign areas to be checked to the staff who will be present on the testing day. Chief, OFM, also will make arrangements for someone to answer the Clinical Center Office of the Director hot line (301-496-4114).
- **Four weeks** prior to the testing date:
 - The OFM Assistant will send out a memo to notify department heads of generator test date.
(O:\Slate\Bldgserv\Msword\BSOFFICE\GENERATOR TEST\Gentest Memo.doc)
- **One week** before the test date:
 - The OFM Assistant will again send out a memo to notify department heads of generator test date along with the shutdown notice issued by MEB.
The OFM Assistant will send out a memo to the page operator for overhead page. (O:\Slate\Bldgserv\Msword\BSOFFICE\GENERATOR TEST\Pageann.doc)
- **Two days** before the test date:
 - The Chief, OFM, will send out e-mail reminder to each staff person assigned to work, including date and time to report to work and the contact person / phone number to call if someone is unable to attend.

- The Chief, OFM, will assign someone to post the generator test signs in each of the three lobbies (ACRF main entrance; at Elevator 1 and 2 on the 1st Floor, and at the B1 level cafeteria).
- The OFM Assistant will prepare 50 copies of the generator test checklist, which will be delivered to each check area by the person assigned.
(O:\Slate\Bldgserv\Msword\BSOFFICE\GENERATOR TEST\Check List.doc)

NORMAL REQUESTS BEFORE TEST

- Refer any questions regarding the generator test to Clinical Center Maintenance Unit (CCMU), 301-496-5862. This will include request for temporary power.

TEST DAY COMMAND CENTER

- The Chief, OFM, will contact Surgical Services to insure that all operations are complete. Call the page operator, operating room 301-496-1211, and have them page the 1st call Nurse on call for the OR.
- The Chief, OFM, will consult with the Chief, Power Plant Section, DES, to confirm that all systems and personnel are ready for test.
- The Chief, OFM, will issue the order to begin test.
- The Chief, OFM, will record all times and events of the generator test.
- When informed by the Chief of the Power Plant that we are now on emergency generators, the Chief, OFM, will call the page operator at 301-496-1211 and request that the announcement be made as per our memo ("You are now on emergency power").
- After 90 minutes the Chief, OFM, will issue the order to conclude test.
- The Chief, OFM, will call the page operator at 301-496-1211 and request that the announcement be made as per our memo ("The emergency electrical power test has been completed").

TEST DAY: OTHER STAFF

- Each person should report to his/her assigned areas along with the following equipment: flashlight (check batteries); electrical tester; copies of generator test checklist; copy of 214 phone listing, and a copy of this policy.
- Distribute the electrical power checklist to each of your assigned areas.
- After you hear the page announcement stating you are now on emergency power, test electrical power and complete generator test checklist for each of your assigned areas.

- Collect the checklist from each one of your assigned units when you leave. Make sure you note any deficiencies on list.
- Refer any routine request or questions to CCMU at 301-496-5862.

EMERGENCY REQUESTS

- All electrical emergency calls during the day of the test should be referred to 301-496-4114.
- All calls to 301-496-4114 for emergency request will be recorded by Chief, OFM, and resolved as needed.

AFTER TEST

- Collect the checklist from each of your assigned areas and highlight any problems that need to be resolved. Deliver lists to Chief, OFM.
- Return all equipment to OFM.
- Go home!

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director