NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE

SUBJECT: UTILITY SYSTEM FAILURE

NUMBER: NN-EC-04

ORIGINAL DATE: 04/08/92

REVIEW/REVISE DATE: 10/28/92, 02/10/93, 08/25/95, 11/17/98, 11/15/01, 01/06/05, 11/20/08, 5/17/12

APPROVAL:____________Cody L. Phinney, MPH_______________, Agency Director

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I. PURPOSE

To define the utility systems involved and outline the procedures to be followed by Northern Nevada Adult Mental Health Services (NNAMHS) staff in the event of system failure.

II. POLICY

The facility will develop and maintain a utility management program to assure the continuity of operation in the event of utility failures.

III. PROCEDURE

1. The Facility Maintenance Department is responsible for the maintenance of all utility systems at NNAMHS.
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2. Should a failure of any utility occur, report this immediately. Reporting sequence is as follows:
   A. Monday through Friday (excluding holidays) between 7:00 a.m. and 3:30 p.m. report the failure to MAINTENANCE (688-2125, or cell, 221-1380).
   B. Monday through Friday 3:30 p.m. to 7:00 a.m. and on weekends or holidays, report the failure to the Nursing Supervisor at 688-2001. The Supervisor will contact the appropriate on-call maintenance personnel.
3. Facility Maintenance will make every effort to notify all parties of any utility failures, which affect normal operations.
4. The above procedures apply to all of the following utilities:
   A. ELECTRICITY

      Service Provided: Normal and emergency power for entire facility.
      Additional Action in Case of Failure: Maintenance staff will verify emergency generators start and operate properly.
   B. WATER

      Service Provided - Domestic water.
   C. SEWER

      Service Provided: Sanitary sewer and storm.
   D. HVAC

      Service Provided - Heating, Ventilation, and Air Conditioning.
   E. FUEL

      Service Provided - Fuel oil and natural gas.
   F. FIRE SPRINKLERS

      Service Provided - Water supply system.

Additionally, these reporting procedures apply for the following communications:

1. Service Provided - Fire Alarm System. Additional Action in Case of Failure: In case of FIRE, call "9-911".
2. Service Provided - Telephone and Beepers. Additional Action in Case of Failure: Contact NNAMHS purchasing office, Monday through Friday, 8:00am to 4:30pm.
3. Service Provided - Computer Networks. Additional Action in Case of Failure: Notify Information Technology, Monday through Friday, 7:00am to 6:00pm, Saturday, 7:00am to 4:00pm, and Sunday, 9:00am to 6:00pm at extension 8-2183.