

# PLANNED AND UNPLANNED POWER OUTAGE PROCEDURE

Power outages occur when electricity supply is interrupted. A Power Outage could be planned where electricity services are to be turned off during a predetermined period of time for maintenance to occur. Planned Power Outages are generally planned 4-7 days in advance with set times when the electricity supply will be interrupted.

Unplanned Power Outages may occur due to damage to power lines from fallen trees due to a variety of situations, including storms or bushfires.

Working in conjunction with the *Emergency and Evacuation Policy*, this procedure provides guidelines for management and educators to follow in response to a planned or unplanned power outage

*Education and Care Services National Law or Regulations (R. 97, 99, 168, 170) NQS QA 2 Element 2.2.1, 2.2.2 Children’s Health and Safety QA 7 Element 7.1.2 and 7.1.3 Governance and Leadership Related Policy: Emergency and Evacuation Policy*

PLANNED POWER OUTAGE		
1	Ensure contact details such as email address, phone number and address are up to date with electricity provider to ensure notices regarding planned power outages are received in a timely manner	
2	A Risk Assessment is to be completed and reviewed every 12 months to identify any potential interruptions to care, including planned power outages	
3	The Nominated Supervisor will consider how long the electricity supply will be interrupted for and if education and care services are able to be provided in a safe manner. The <i>Emergency and Evacuation Policy</i> and procedure is to be implemented if evacuation is required.	
4	Consider any daily activities or experiences that will be interrupted during the planned power outage	
5	Consider if phone communications are affected during the power outage, can alternative arrangements be made, including mobile phone use during the power outage	
6	Consider if food goods are able to be maintained at a safe temperature level (below 4°). Ensure fridge/freezers are not opened unless necessary.	
7	Can food and meals be prepared safely during the planned power outage, for example providing sandwiches which do not require cooking	
8	Will there be any disruptions to heating or cooling, can comfortable temperatures be maintained for all children?	

9	Will there be disruptions to access to running water?	
10	Consider if staff have access to emergency contact information, is this information stored electronically or in hard paper copy?	
11	Consider if a generator is available to provide back-up electricity during the planned power outage	
12	Consider if security systems are affected by the planned power outage, are there alternative security systems in place?	
13	Consider how lighting will be affected by the power outage	
14	<p>Following an event requiring evacuation of the service Management will:</p> <ul style="list-style-type: none"> <li>• advise families of the evacuation and procedures implemented</li> <li>• if the service is not able to continue to operate, notify families when it is safe to return and alternative options for education and care in the area</li> <li>• complete the Emergency Evacuation Incident Report</li> <li>• notify the regulatory authority within 24 hours- NQA IT System</li> <li>• liaise with any attending emergency service for debrief and feedback on emergency procedure</li> </ul>	

UNPLANNED POWER OUTAGE		
1	A Risk Assessment is to be completed and reviewed every 12 months to identify any potential interruptions to care, including unplanned power outages	
2	The Nominated Supervisor will contact the electricity distribution provider to lodge a report regarding the power outage and identify the time frame of the power outage	
3	The Nominated Supervisor will consider how long the power supply will be interrupted for and any risks associated with the unplanned power outage including ensuring education and care services are able to be provided in a safe manner. The <i>Emergency and Evacuation Policy</i> and procedure is to be implemented if evacuation is required.	
4	Emergency services are to be contacted in an emergency situation, including fallen power lines surrounding the service. Consider an alternative entrance way for families and visitors if required. Staff are to follow any instructions provided by emergency services, including when to evacuate or return to the service.	
5	Educators are to turn off computers and other electrical equipment that may be impacted by electrical surges	
6	Avoid opening the fridge/freezer door unless necessary. Consider food storage/spoilage risk. Record regular checks of fridge/freezer temperatures. Discard any food if fridge freezer is unable to maintain a safe temperature (below 4°)	
7	Consider any daily activities or experiences that will be interrupted during the power outage	

8	Consider if phone communications are affected during the power outage, can alternative arrangements be made, including mobile phone use during the power outage	
9	Can food and meals be prepared safely during the power outage, for example providing sandwiches which do not require cooking	
10	Will there be any disruptions to heating or cooling, can comfortable temperatures be maintained for all children?	
11	Will there be disruptions to access to running water?	
12	Consider if staff have access to emergency contact information, is this information stored electronically or in hard paper copy?	
13	Consider if a generator is available to provide back-up electricity during the power outage	
14	Consider if security systems are affected by the power outage, are there alternative security systems in place?	
15	Consider how lighting will be affected by the power outage	
16	<p>Following an event requiring evacuation of the service Management will:</p> <ul style="list-style-type: none"> <li>• advise families of the evacuation and procedures implemented</li> <li>• if the service is not able to continue to operate, notify families when it is safe to return and alternative options for education and care in the area</li> <li>• complete the Emergency Evacuation Incident Report</li> <li>• notify the regulatory authority within 24 hours- NQA IT System</li> <li>• liaise with any attending emergency service for debrief and feedback on emergency procedure</li> </ul>	

REVIEW OF PROCEDURE			
Date procedure created	January 2023	To be reviewed	January 2024
Approved by		Signature	
Procedure Reviewed Date	Modifications/Changes		