

<b>Internal Disaster – Flood</b>		Policy Manual Section: <b>Section 4—Emergency Management Planning</b>
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<b>Act/Regs: Fixing Long Term Care Act 2021</b>		<b>Page: 1 of 4</b>

### PURPOSE

To ensure proper procedures are followed in the event of a flood that helps prevent harm to residents, staff and visitors and damage to the building.

### PROCEDURE

In the event of a flood, determine if the flood is related to equipment failure, or weather. Based upon the severity of the flood, the home with input from law enforcement and emergency authorities will decide whether to shelter in place or to evacuate.

### **Equipment Failure**

1. Remove residents, staff and visitors from immediate danger.
2. Shut off water supply to the equipment that has failed.
3. Turn off all electrical and mechanical equipment in the area.
4. Restrict access to the area by locking out the area, using signage, clearly marking or taping around the area to create a barrier to prevent residents and staff from entry.
5. Environment Services department to determine arrangements for the clean-up of the area. This may involve the environmental department performing the clean-up or hiring a third-party contractor, or a plumber.
6. Document all procedures implemented.

In the event of a plumbing malfunction the Director of Support Services or delegate will shut off the main water supply valve located in the Mechanical Room and notify the plumber. All toilets, sinks and tubs are equipped with isolation shut off valves that can be closed in the event of a pipe rupture.

If the Director of Support Services is not on duty, the Charge Nurse or delegate will be instructed to shut off the appropriate valve. The Director of Support Services will be notified, and he/she will take remedial action. Below is a list of flood related clean-up equipment that maintenance staff can be gathered to address a small internal flood.

- Wet Floor Signs
- Caution Tape
- Floor Squeegees
- Mop and bucket
- Towels
- Wet Vacuum
- Sump Pump
- Garbage Bags

## **Remedial Action**

All available staff will assist in remedial actions to contain and control the flood waters using towels to contain the flood waters and prevent further migration. Use wet floor signs and caution tape to prevent residents and staff from entering the flooded area. Use floor squeegees, mops and the wet vac to absorb the flood waters. Remove and or unplug all electrical appliances in the flooded area.

A portable sump pump is available if flood waters are deep enough to warrant the use of a sump pump. A portable sump pump located in the courtyard pond during the summer months and is easily transportable to the effected flood site. During the winter months the sump pump is stored in the maintenance office on the storage shelves.

Plumbers Telephone Number **Jerry Millar (705) 444-3428.**

## **Weather Related**

1. Monitor warnings from local authorities when weather conditions are present that may trigger a flood.
2. If flash flooding is known in your area and a warning has been issued, be on stand-by to move residents, staff, and visitors to higher ground.
3. Be prepared to evacuate and implement a CODE GREEN if instructed by Emergency Personnel.
4. Terminate electrical power to any areas where water is pooling and or areas where residents and staff may enter.

## **Sheltering In Place**

Severe weather events can be catastrophic because it is impossible to predict the impact they will have and how long the event will last. The Administrator, Director of Nursing in conjunction with local authorities will determine based upon the severity of the flood and the ability to provide subsistence needs at the current location whether to shelter in place, or to evacuate the building. During the sheltering in place period, the focus will be to manage the current situation and anticipate and prepare for the likely hood that residents may have to be evacuated.

## Meeting Subsistence Needs

If decided to shelter in place, inventory levels of food, water, medical supplies, pharmaceuticals, and generator diesel will be determined and how long resources are expected to last.

Management will arrange for additional resources and how to properly re-allocate as conditions change.

## Plan for Power

Determine generator current fuel levels. Call fuel delivery company to top up diesel storage tank and return within 24 hours to keep fuel levels high. **Collingwood Fuels Limited Tel: (705) 445 4430.** Check fuel levels, temperature and belts to ensure generator is functioning properly. If you suspect something is unusual call generator company to schedule a repair appointment and or a second portable generator. **Sommers Generator Systems Tel: (519) 655 -2396.**

### Maintain Safe and Sanitary Conditions

Review policies and procedures that address emergency lighting, fire detection and extinguishing, managing waste, including solid waste, recyclables, biomedical waste and waste water.

### Keep Track of Residents and Staff and Families

Manage human resources by setting up a Command Centre utilizing the Staff Telephone List to reach out to all staff and put them on notice that their services may be required. Review the Fan Out procedures and distribute the Staff Telephone list to all managers. Share information with resident families and friends and volunteers keeping them abreast of the situation and the possible need to send residents home if needed. Review the Command Communication Centre policies so quick decisions and deployment of resources can be implemented quickly.

### Records Preserve and Share Resident

Staff must have ready access to resident records to maintain continuity of care, especially when a resident is transferred to another facility. Check that the emergency box has the necessary supplies and that resident records can be transported safely if evacuation is required.

### Collaborate with Community Partners

Reach out to area health care facilities, emergency management agencies, nursing homes, retirement homes, hotels, churches and other community facilities and put them on notice that Bay Haven might evacuate residents if the order is given by local authorities. Notify transportation company that their services may be required too. Communicate with the MOHLTC, LHIN, CCAC and Public Health.

### **Evacuate**

The decision to evacuate the building due to flooding will be a joint decision of the Administrator, Director of Nursing and the local law and emergency authorities. If it is determined to evacuate the building, follow the evacuation procedures located in the emergency policy section.

### **Post Flood – What to do After a Flood**

- Listen for news reports to learn whether the community water supply is safe to drink. If the water is not safe to use, follow instructions by local authorities to use boiled water or an alternate water supply such as bottled water for cooking or preparing food, washing dishes, brushing teeth or bathing.
- Avoid flood waters; water maybe contaminated by oil, gasoline or sewage. Water may also be electronically charged from underground or downed power lines.
- Clean and disinfect everything that got wet. Mud left from flood waters can contain sewage and chemicals.
- Food may not be safe to eat. Throw away any food that has been contaminated or encounter the flood waters. Throw away all meats, fish, poultry, fresh fruits and vegetables.
- Only food in sealed, airtight metal cans is entirely safe, however the cans must be cleaned by washing them in a detergent and bleach solution.

- Disinfect all equipment, wood or plastic cutting boards, counter tops with a mild bleach solution. Allow all disinfected equipment and surfaces to air dry.
- Contact Insurance Company and arrange for remedial emergency service and restoration services if necessary.

#### REFERENCES

Fixing Long-Term Care Act, 2021 General