Internal Disaster – Flood		Policy Manual Section: **Section 4—Emergency Management Planning**
Created: 1/81	**Last Updated: 6/22**	**Last Reviewed: 01/26**
Act/Regs: Fixing Long Term Care Act 2021		**Page: 1 of 4**

PURPOSE
To ensure a coordinated and effective response to flooding that protects residents, staff, and visitors, and minimizes damage to the building.

PROCEDURE
In the event of a flood, determine whether the cause is equipment failure or weather-related. Based on severity, the home, in consultation with emergency authorities, will decide whether to shelter in place or evacuate.

Equipment Failure

1. Remove residents, staff, and visitors from immediate danger.
2. Shut off the water supply to the affected equipment.
3. Turn off electrical and mechanical systems in the area.
4. Restrict access using signage, barriers, or lockout measures.
5. Environmental Services will coordinate clean-up, either internally or through external contractors/plumbers.
6. Document all actions taken.

In the event of a plumbing failure, the Director of Support Services or designate will shut off the main water valve in the Mechanical Room and contact the plumber. Isolation valves at fixtures will be used where applicable.

If unavailable, the Charge Nurse or designate will shut off the appropriate valve and notify the Director of Support Services and/or Administrator.

Available Equipment:

- Wet floor signs
- Caution tape
- Floor squeegees
- Mops and buckets
- Towels
- Wet vacuum
- Sump pump
- Garbage bags

Remedial Action

- Contain water using towels and barriers to prevent spread
- Use signage and tape to restrict access
- Remove or unplug electrical equipment in affected areas
- Use squeegees, mops, and wet vacuums to remove water

A portable sump pump is available (courtyard pond in summer; maintenance storage in winter).

Plumber Contact: Jerry Millar (705-444-3428)

Weather-Related Flooding

1. Monitor alerts from local authorities.
2. Prepare to relocate occupants to higher ground if required.
3. Be ready to initiate *Code Green* evacuation if directed.
4. Shut off electrical power in affected areas.

Sheltering in Place
The Administrator and Director of Nursing, in consultation with authorities, will determine whether to shelter in place or evacuate. Focus will be on managing current conditions while preparing for possible evacuation.

Meeting Subsistence Needs

- Assess supplies (food, water, medications, fuel)
- Arrange for replenishment and reallocation as needed

Plan for Power

- Monitor generator fuel levels and functionality
- Arrange fuel delivery (Collingwood Fuels: 705-445-4430)
- Contact generator service provider if concerns arise -Sommers Generator Systems:
- 1-800-690-2396

Maintain Safe and Sanitary Conditions

- Follow policies for emergency lighting, fire safety, and waste management
- Ensure proper handling of solid, biomedical, and wastewater

Tracking Residents, Staff, and Communication

- Activate staff call-in procedures and distribute contact lists
- Communicate regularly with families and stakeholders regarding status and potential evacuation

Records Management

- Ensure access to and protection of resident records
- Prepare for safe transport of records if evacuation is required

Collaboration with Community Partners

- Notify local healthcare providers, emergency services, and community partners of potential evacuation needs
- Coordinate with transportation providers
- Communicate with MLTC, LHIN, CCAC, RHRA, and Public Health

Evacuation
The decision to evacuate will be made jointly by the Administrator, Director of Nursing, and emergency authorities. Follow established evacuation procedures.

Post-Flood

Follow public health guidance regarding water safety

- Avoid contact with contaminated flood water
- Clean and disinfect all affected areas and equipment
- Discard contaminated food; only sealed cans may be salvaged if properly disinfected
- Sanitize all food preparation surfaces
- Contact insurance providers and arrange restoration services as needed

REFERENCES
Fixing Long-Term Care Act, 2021 General