

MANUAL: <i>HEALTH & SAFETY</i>	HOME SPECIFIC NAME: <ul style="list-style-type: none"> ○ Fairfield Park ✓ Brouillette Manor ○ LaPointe-Fisher Nursing Home ○ Corporate
TITLE: <i>CODE GREY – LOSS OF ESSENTIAL SERVICES – (WATER DISRUPTION) EMERGENCY PLAN</i>	SECTION: EMERGENCY PREPAREDNESS
	PAGES: 8

EFFECTIVE DATE: JUNE 1992, AUG 2017

REVISED: JUNE 2022

POLICY:

The home shall have an emergency plan for loss of one or more essential services in the home. The emergency code denoting this situation shall be "Grey".

PROCEDURES:

TRAINING & EDUCATION

Staff shall be trained on this plan upon hire and provided with refresher education annually thereafter.

Residents and/or their legal representative shall be provided with a copy of this plan upon admission

TESTING OF PLAN

This plan shall be tested annually.

ACTIVATION OF PLAN

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The RN or designate will page using the overhead paging system to alert staff of a code grey and the type of essential service that has been lost. For example "code grey – loss of water" and repeat this two times.

Water Disruption

Maintenance will coordinate this; however in the absence of maintenance personnel, the Registered Staff or a manager will follow the below procedures.

Note: The freezer and cooler are not water-cooled systems, therefore will not present a concern.

(A) Facility-related – WATER LEAKING (alarm may not sound)

1. Notify maintenance immediately. If unable to contact maintenance, call or delegate someone to call plumber (see phone emergency phone numbers in front of call-in book).
2. Shut off water supply to area. (Appendix A – Equipment & Supplies Checklist)
3. Isolate water disruption to a room or specific area where the source of the leak is, if possible. Once this is done the water can be turned back on to the entire area.
4. Assess to determine whether water needs to be conserved (i.e. water will be shut off for a lengthy period of time; water will not be available during mealtimes, etc.) To conserve as much water as possible, refer to step #6 below.
5. Water may be extracted using a variety of supplies/equipment (Appendix A – Equipment & Supplies Checklist).
6. Assess to determine whether water needs to be conserved (i.e. the disruption will be for a while, meal service may be disrupted). If so, the following steps should be taken in each department to conserve as much water as possible:

Environment

- Determine whether laundry staff is needed (i.e. short term / long term disruption). If the disruption is long term, staff may be reassigned to assist in housekeeping.

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- Consideration may need to be given to laundry being done at a local laundromat.
- Advise housekeeping staff not to use any water until further notice.
- Fill a pail for each staff/public washroom with water to enable the flushing of toilets.

Dietary

- Place a sign on the steamer that says "DO NOT USE"
- Place a sign on the dishwasher that says "DO NOT USE". Paper plates & utensils should be used.
- Fill steam carts with water.
- Fill coffee maker with water.
- Fill all sinks with water.
- Fill all large pots or kettles with water.
- Follow guidelines for "Dietary – Temporary Emergency Menu" which can be found in the dietary manual.

Nursing

- Fill all tubs and basins in resident rooms with water. This will enable the flushing of toilets.
- If the water will be unavailable for a significant period of time, use bottle water for drinking purposes.
- Distribute containers of disposable wipes (Appendix A – Equipment & Supplies Checklist)
- Cancel all tub baths in affected areas until hot water available. If the area is isolated to a home area, it may be possible to do baths in an alternate home area.

(B) Public Health - Upon notification of a water advisory

If we have not received a call from the Town of Tecumseh Water Services (519-735-2184) or the local Health Unit (519-258-2146), confirm the water advisory by way of calling the above numbers. In the meantime, the following steps should be taken:

1. Notify Maintenance and Administrator. If neither available, inform Director of Care.
2. Administrator or Director of Care will notify:
 - ✓ Food Services Nutrition Manager

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- ✓ Director of Nursing
- ✓ Director of Environmental Services

3. Advise all staff and residents over the P.A. system that the Local Health Unit has announced a water advisory and what direction they have provided us with (i.e. no drinking water, no washing clothes, etc.) Also advise them that the water will be turned off until further notice; however it will be turned on for approximately 5 minutes each hour so that toilets may be flushed.
4. It may not be necessary to shut water off to the entire home, but rather specific areas. Discuss with maintenance & Director of Care/Administrator what risks are & what the least disruptive steps to take would be. (Appendix A – Equipment & Supplies Checklist).
5. A radio may be plugged in where someone is able to monitor any further news regarding the water advisory.
6. The following steps should be followed in each department

Environment

- ✓ Determine whether laundry staff are needed (i.e. disruption will only be short term). If the disruption is long term, staff may be reassigned to assist in housekeeping.
- ✓ Instruct housekeeping to empty the coffee from the coffee machine in the break room.

Nursing

- ✓ Distribute containers of disposable wipes. (Appendix A – Equipment & Supplies Checklist).
- ✓ Cancel all tub baths until hot water available.

Dietary

- ✓ Unplug and empty ice machine and place a note on it saying “do not use”.
- ✓ Distribute bottled water to each home area for drinking purposes, along with paper cups. (Appendix A – Equipment & Supplies Checklist).
- ✓ Empty coffee machines

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7. If water advisory to be long term, collaborate with Public Health to have water transported/supplied to our home due to the essential services we provide (i.e. Red Cross).

EVACUATION

In the event an evacuation of the home is required, refer to the emergency plan, "Code Green – Evacuation".

Alternate arrangement can be made temporarily in various areas of the home for resident beds that have been temporarily evacuated (i.e. activity room).

REPORTING

Review Critical Incident/Mandatory Reporting procedure and complete, if required.

COMMUNICATION

The Home shall communicate to residents, substitute decision-makers, if any, staff, volunteers, students, caregivers, the Residents' Council and the Family Council, if any, on the emergency in the home

- ✓ at the beginning of the emergency,
- ✓ when there is a significant change throughout the course of the emergency
- ✓ when the emergency is declared over

RECOVERY

1. A debrief is provided for residents, substitute decision-makers, staff, volunteers and students involved.
2. The Administrator or delegate will ensure resumption of regular operations of the home takes place (i.e. coordinate with managers, service providers and support workers to ensure all essential services are in place)
3. Coordination with Social Services to meet with residents, families and staff who may have experienced distress during the emergency, to offer support and resources.

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EVALUATION

The emergency plan shall be evaluated annually and updated, if needed. If the plan has been activated, it shall be evaluated within 30 days of the emergency being declared over and updated, if needed.

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CHECKLIST: EQUIPMENT & SUPPLIES**(A) Facility-related – WATER LEAKING (alarm may not sound)**

MAIN WATER SUPPLY – The main water supply is located in the basement mechanical room, labelled "Water Shut Off". Turn the main water supply off.

SHUT OFF VALVES TO ISOLATE WATER SUPPLY TO SPECIFIC AREA – These are located in the basement mechanical room. Once the necessary valve(s) have been shut off, the water can be turned back on to the other areas. At this point, the water disruption will be isolated to a room or specific area of the home where the water is leaking.

WATER EXTRACTION EQUIPMENT

- ✓ Mops/pails/buckets can be found in housekeeping room
- ✓ Water extractors
 1. Shop vac located in laundry room behind the dryer
 2. Auto scrubber located in housekeeping room

DISPOSABLE WIPES are available in the oxygen room to distribute and use until the water is restored. More may need to be ordered from supplier; however if they cannot be replenished in time, the local pharmacy can be contacted and an order delivered.

(B) Public Health - Upon notification of a water advisory

MAIN WATER SUPPLY – see location/instructions above

DISPOSABLE WIPES – see locations/instructions above

RADIO – Radios are located throughout the home, in each of the home areas & in some of the offices. A local station should be tuned in so that information regarding the loss of service can be obtained.

WATER JUG – located in oxygen room.

STYROFOAM CUPS – located in the kitchen storage room