

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP06.2-001		
SECTION: Code Grey Building Emergency – Loss of Water/Boil Water Advisory	PAGE 1 of 2		
SUBJECT: Code Grey Building Emergency - Loss of Water/Boil Water Advisory Emergency Response Plan	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: All Staff			
<i>A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Management Plan on Surge Learning.</i>			

POLICY

To ensure the safety and continued provision of services for residents a LTCH will follow the Code Grey - Building Emergency Loss of Water/Boil Water Advisory Response Plan procedures located below and in Appendix 'B' if a LTCH experiences a loss, interruption and/or contamination of water services.

DESCRIPTION

The loss, interruption and/or contamination of water services for a LTCH can affect the safety and provision of care/services for the residents of a home.

The services that may be affected include fire protection systems (i.e. sprinkler systems, hose and stand pipe systems etc.), the preparation of meal service (i.e. equipment such as steamers, combi ovens, coffee machines and water cooled refrigeration equipment will not function), and bathing or personal care for the residents.

There are varying interruptions that a home may be faced with such as:

- A planned shutdown or interruption of water services, which provides the home an opportunity to pre-plan for the event. A planned interruption or loss of water service may be initiated by the municipal water service provider due to repairs/upgrades of local water mains etc. A planned shutdown or interruption may also be scheduled by the home for maintenance or to make repairs/alterations to systems within the home.
- An emergency shutdown or loss of municipal water service that requires immediate actions to be taken by the home's staff.
- A potential contamination of the municipal water service that requires immediate actions to be taken by the home's staff.

EMERGENCY OPERATIONS CENTER (EOC)

Immediately upon implementation of a Code Grey-Building Emergency, an Emergency Operations Centre (EOC) will be established by the Chief Warden. The reception area of the home will serve as the default location for the EOC.

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SUBJECT: Code Grey Building Emergency - Loss of Water/Boil Water Advisory Emergency Response Plan	INDEX NO: EMP06.2-001	PAGE: 2 of 2
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LOSS OF WATER/BOIL WATER ADVISORY REQUIRED ACTIONS CHECKLIST

The checklists were developed to assist the Chief Warden in determining the actions required to be taken and are located in Appendix 'A'. Additional actions may be required as dictated by the circumstances of the emergency, subsequently some actions may not be required.

DOCUMENTATION

All real and simulated emergency events shall be documented on the Emergency Drill Report located in Appendix 'A'.

All formal activations of Emergency Response Plans shall include a formal debrief and review of the response plans within 30 days of the conclusion of the emergency. This debrief shall be documented separately from the original emergency response. Completed Emergency Drill Reports shall be logged in the Testing of Emergency Plans binder for a period of 2 years.

REPORTING

Every licensee of a LTCH shall ensure that the Director is informed in as much detail as is possible under the following timelines and in the associated circumstances;

Immediately

1. An emergency within the meaning of section 268 of the FLTCA, including fire, unplanned evacuation or intake of evacuees
2. Contamination of the drinking water supply.

No Later than One Business Day

1. An environmental hazard that affects the provision of care or the safety, security or well-being of one or more residents for a period greater than six hours, including;
 - a. a breakdown or failure of the security system,
 - b. a breakdown of major equipment or a system in the home,
 - c. a loss of essential services

Report Submission

Where a licensee is required to make a report immediately as identified above and it is after normal business hours, the licensee shall make the report using the Ministry's method for after-hours emergency contact. Contact information can be found in Appendix 'C' Communication Plan – Call in List