

Manual:	Emergency Preparedness	Reference No.:	008020.00
Section:	Code Orange – Disaster Contingency Plans/ Extreme Weather		
Subject:	Loss of Water		

POLICY:

It is the policy of APANS Health Services to ensure the Home is prepared to deal with an incident of loss of water in a manner that minimizes disruption.

PROCEDURE:

In the event of total loss of water:

- Notify the Executive Director, if outside of business hours or unavailable, contact the Manager On-Call
- Maintenance Personnel will check the water system for obvious problems
- If there are no internal problems, contact the Local Public Utilities to determine expected duration of shutdown
- Record the start time of the water outage (Critical Incident must be filed with the MoHLTC for disruptions lasting longer than 6 hours)

If the supply is to be restored quickly, no further action is required.

If there is a planned disruption for service reasons:

- the water company will notify the Home in advance
- all departments will be notified, have time to plan for the event
- direction to fill tubs, sinks, pitchers, etc. with water for use during the shutdown will be given

If the water supply is not expected to be restored within a reasonable time frame, the Executive Director, or delegate, will:

- Reassign laundry staff to other duties
- Direct dietary staff to use disposable plates, glasses
- Direct dietary staff to use water kept in the refrigerator for cooking purposes; hold water at meal time
- Direct nursing staff to modify work schedule to conserve water
- Direct staff and residents to minimize the flushing of toilets
- Milk and fruit juices are to be used to meet the needs of residents
- Laundry / dishwashing operations shall be discontinued
- Regular bathing shall be discontinued
- Purchase bottled water from a grocery store as required

Disposable hand wipes and waterless hand/hair cleaner will be obtained by the Director Clinical Services for personal care.

In the event that water supply is not to be restored for an extended period of time:

- Initiate contact with an emergency water source to provide water until the disruption has ended
- The Executive Director, in collaboration with Leadership Services Office, will provide additional direction and resources

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DEPARTMENT SPECIFIC PROCEDURES FOR LOSS OF WATER

IF POSSIBLE, FILL ALL CONTAINERS AND SINKS WITH WATER.

FOOD SERVICE

- Follow emergency menu using disposable dishes
- Use water in refrigerator for cooking
- Do not drain steam table(s)
- Puree entrees will be heated on the stove
- Canned juices to be used instead of concentrates
- Coffee and tea will not be served

LAUNDRY

- Suspend duties and reassign to other duties

HOUSEKEEPING

- Suspend duties and reassign to other duties