

i. Outline

FLOOD CONTINGENCY PLAN

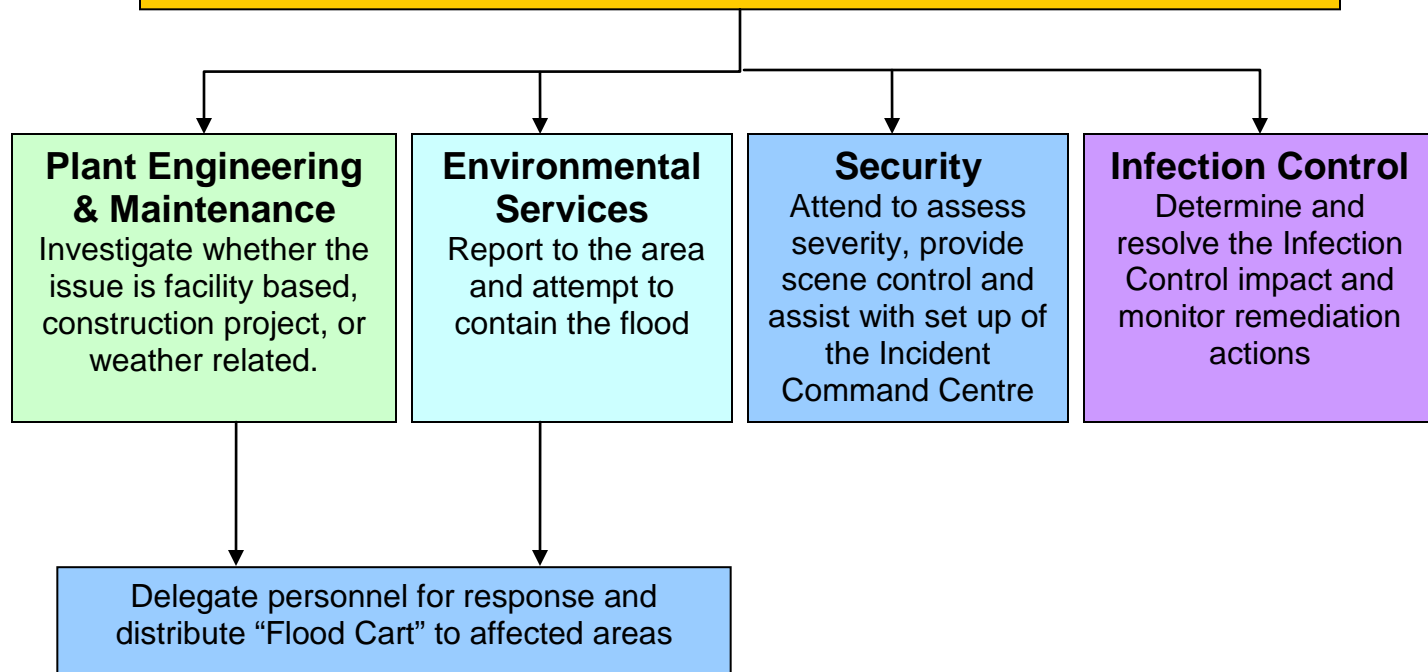
Upon Discovery of a Flood

ALL STAFF

Call **4444** to report the location and severity of the flood.
Assist with the area response if required

Switchboard / Kingston Hospitals' Security Operations Centre

Make necessary Phase 1 announcement and notifications to Plant Engineering & Maintenance, Security, Infection Control and Environmental Services.



Upon Hearing a Flood Announced Overhead

All Staff

Do **not** call Switchboard unless it is urgent
Assist with the area response if required

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1.0 General Overview

1.1 Plan to Be Used In Case of a Flood

This plan will be utilized if there is a flooded area within the building. A flood, by definition, is: a very large amount of water that has overflowed from a source such as a river or a broken pipe onto a previously dry area. Many hospital services may be impacted. As a result, this plan is in place to effectively and efficiently manage the effects of a flood in the hospital.

1.2 Authority to Declare a Flood

Anyone that is aware of a flooded area within the building is authorized to activate the flood contingency plan. Facility based flooding will occur immediately related to burst pipes, infrastructure failure or construction projects. Weather related floods develop slowly during an extended period of rain or in a warming trend following a heavy snow. Catastrophic floods are associated with burst dams, hurricanes, tsunamis and earthquakes.

1.3 What Flooding Can Do

Flooding can cause site erosion, structural and nonstructural building damage, the destruction or impairment of utilities and mechanical equipment, damage to or loss of contents, health threats from contaminated floodwater, and temporary or permanent closure. In addition, off-site flooding can block access routes to and from the site.

Site damage – Hospital grounds may be subject to erosion, with the possible loss of soil and damage to paved areas, including access roads. Large amounts of debris and sediment can accumulate on the site, especially against fences.

Structural damage – Foundations can be eroded, destabilizing or collapsing walls and heaving floors. Roofs are exposed to all elements which can lead to wear and damages. Roof damage is common during the winter months because of the massive amount of weight added by annual snowfall and ice accumulation

Infrastructure damage – the source of the flood may be from damaged, aged or malfunctioning existing infrastructure (pipes, sprinklers, heating and cooling systems) causing a partial or complete loss of functionality.

Saturation damage – Saturated walls and floors can lead to plaster, drywall, insulation, and tile damage, mold and moisture problems, wood decay, and metal corrosion.

Utility system damage – Electrical wiring and equipment can be shorted and their metal components corrode. Ductwork can be fouled and expensive heating and cooling equipment ruined. Storage tanks can be displaced and leak, polluting the areas around them. Sewers can back up and contaminate the water supply and building components

Contents damage – Hospital furniture, diagnostic equipment, computers, files, books, lab materials and equipment, food services goods and equipment can be damaged or contaminated.

Health threats – Mold growth and contaminants in flooded hospital areas can pose significant health threats to patients and staff.

Hospital closure – Flooded areas of the hospital must be closed during cleanup and repair. The length of closure and the ability of the affected hospital area to return to normal business is dependent on the severity of the damage and lingering health hazards. It may also depend on how quickly disaster assistance is made available for cleaning and repair.

1.4 Preventing or Mitigating Flood Damage

Reducing or eliminating damage caused by potential flooding is difficult to predict in hospitals. The goals of the hospital when faced with flooding are to ensure that:

1. operations can continue without interruption, and
2. the facility suffers the least possible amount of physical damage
3. the infection control impact is resolved

Some practical measures may be undertaken:

- Provide off-site computer backup storage for electronic hospital records
- When replacing mechanical and electrical equipment, devise ways of elevating or flood-proofing
- Consider relocating medical records, information services, library etc. to a higher level of the building
- Add, clean or repair check valves in sewer lines to prevent sewage from backing up into the hospital
- Have sump pumps available
- Consult with engineers or planning experts before attempting structural upgrades or construction that may affect the integrity of the infrastructure
- Determine which staff, materials, procedures and equipment are absolutely necessary to protect the hospital and keep it operating

1.5 Recovering From a Flood

In the event of a large-scale flood, precautionary steps may need to occur before transitioning back to 100% normal hospital operations. Do not enter an area if:

- Floodwater remains in or around the building (it may be electrically charged or contaminated)

- The building appears to be damaged (masonry cracks, wall or roof sagging, or other structural distress)
- You smell gas or hear a hissing or blowing sound
- There are downed electrical wires in the vicinity or any sign of electrical damage (office equipment damp or wet)

1.6 Notification

All areas affected by flooding will be notified by overhead announcement. Services dependent on these affected areas will be notified by email, phone or Vocera, if applicable.

1.7 Incident Command Centre

In the event of a flood an Incident Command Centre¹ will be immediately established in and by the Protection Services department. The Director of Protection Services / Delegate will assume command and coordinate the response activities.

1.8 Definitions

Flood

A very large amount of water that has overflowed from a source such as a river or a broken pipe onto a previously dry area. An accumulation of fluid that:

- Wets fixed porous materials such as drywall, carpeting, ceiling tiles, wooden furniture, etc. and / or
- Covers a water-impervious area that will require more than 10 minutes to remove the water

Remediation

Refers to the general clean up, repair, or replacement of building components after water intrusion

Water Intrusion

Entry of environmental (rain), potable (broken water pipe), damaged infrastructure systems (HVAC or sprinkler) or sewage (pipe break or backup) into a building's interior spaces, requiring actions beyond simple removal.

¹ "Incident Command Centre" is a centrally located space available to coordinate and manage resources.

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2.0 Response & Recovery – All Staff

Response

2.1 Upon Discovery of a Flooded Area

All Staff

- ☐ Call Switchboard at **4444** to report the flood if there is potential for considerable damage (e.g. Electronic or sensitive equipment, patient records, potential for mould growth or structural damage)
- ☐ Notify staff in the immediate area to activate the flood contingency plan
- ☐ Assess the security needs of the affected area to ensure the integrity and safety of the contents
- ☐ Take necessary steps / precautions to mitigate water damage to personal and facility property in the affected area

2.2 Upon Receiving Notification That There is a Need to Activate the Flood Contingency Plan

All Staff

Do Not Call Switchboard Unless It Is Urgent

- ☐ Return to your area of work to assist with the area response, if required
- ☐ The water from all floods should be considered contaminated until proven otherwise
- ☐ Consider which staff, materials, procedures and equipment in your area are absolutely necessary to protect and keep functioning
- ☐ Use outlets in areas that are NOT affected by the flooding or have Ground Fault Interrupt (GFI) protection
- ☐ Isolate and refrain from entering any areas affected by the flood
- ☐ Lower all non-ambulatory patient electric beds to the lowest level on units where flooding has occurred. Beds that are in direct contact with water should be unplugged; if safe to do so, and staff should not use functions that require electricity
- ☐ Report to your immediate supervisor any critical functions affected by the flood, so they can notify the Incident Command Centre
- ☐ Do not use elevators in the vicinity of the flood
- ☐ A multidisciplinary team (Infection Control, Maintenance, Housekeeping, Protection Services, and staff from affected area) need to conduct an inventory of all water-damaged areas, building materials and furnishings
- ☐ Any flooding in a food preparation area requires the input of Public Health
- ☐ Await further instruction from the Incident Command Centre
- ☐ Be prepared for partial or full evacuation of affected areas

- ☐ Refer any media or public inquiries to the Public Affairs office

Recovery

2.3 Upon Notification That the Crisis Has Concluded

- ☐ Resume normal duties
- ☐ Notify appropriate department if hidden water damage is found
- ☐ Refer any media or public inquiries to the Public Affairs office

3.0 Response & Recovery – Switchboard

Response

3.1 Upon Receiving Notification That There is a Need to Activate the Flood Contingency Plan

- ☐ Notify:
 - ☐ Kingston Hospitals' Security Operations Centre at **4142**.
 - ☐ Director Plant Engineering & Maintenance / Delegate, if not already aware
 - ☐ Director of Environmental Services / Delegate
 - ☐ Infection Control Practitioner (after hours notify on call person)
 - ☐ Administrator On-Call (**after hours only**)
 - ☐ Director of Information Management / Delegate
- ☐ Announce overhead three times ***"Flood Response Required – Location"***
- ☐ Refer any media inquiries to Public Affairs office

Recovery

3.2 Upon Notification That the Crisis Has Concluded

- ☐ Once notification is given by the Incident Commander, announce over the public address system three times, ***"Flood, location, All Clear"***
- ☐ Participate in debriefing session

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4.0 Response & Recovery – Plant Engineering & Maintenance

Response

4.1 Upon Receiving Notification That There is a Need to Activate the Flood Contingency Plan

Director Plant Engineering & Maintenance / Delegate

- ☐ Investigate whether the issue is facility based, construction project, or weather related
- ☐ Determine the cause and magnitude of the flood, and appropriate containment and clean up response required
- ☐ Notify Joint Planning Office (JPO) and / or contractor construction company if warranted
- ☐ Consider the impact to the facility, if the source of the flood is from existing infrastructure (pipes, sprinklers, heating and cooling systems) causing a partial or complete loss of functionality
- ☐ Direct Plant Engineering & Maintenance staff to repair, contain and assist with clean-up of flood water utilizing recommendations from departmental protocols. Liaise with Infection Control and other impacted departments for response
- ☐ If water is from the sanitary sewer system, notify Public Utilities Kingston and follow **Code Brown Raw Sewage spill Section 3.1, 3.2**
- ☐ Notify Infection Control of any disruption to water supply to patient care areas and allow sufficient time for the implementation of alternative arrangements if disruption is warranted for repairs (**Refer to Appendix B**)
- ☐ Liaise with and provide status updates to the Incident Commander on the response to the incident
- ☐ If the water damage cannot be repaired or was not dried out within 48 hours, refer to Infection Control Policy – Section 2-71.01, Mould Remediation policy
- ☐ Assume role of Operations Officer in the Incident Command Centre – **refer to page 10**

Plant Engineering & Maintenance Staff

- ☐ Respond to affected areas based on priority need as designated by Director Plant Engineering & Maintenance / Delegate
- ☐ Respond to affected area with the **“Flood Cart” (located behind Connell 0 cage)**
- ☐ Don flood personal protective equipment
- ☐ Assist with containing the spread of the flood water using supplies in the flood cart

- ☐ Assess the security needs of the affected area to ensure the integrity and safety of the contents
- ☐ Take necessary steps / precautions to mitigate water damage to personal and facility property in the affected area
- ☐ Maintenance to take photos of flooded areas depicting surrounding infrastructure to document incident for insurance purposes
- ☐ Perform any plumbing / maintenance repairs required in response to the incident
- ☐ Open any concealed spaces that have been wet (drywall, ceiling space) to facilitate drying, in consultation with Infection Control.
- ☐ Perform response and recovery functions as authorized by the Director of Plant Engineering & Maintenance / Delegate (**Refer to Appendix A**)

Recovery

4.2 Upon Notification That the Crisis Has Concluded Director Plant Engineering & Maintenance / Delegate

- ☐ Prepare for a debriefing with Facilities staff

Plant Engineering & Maintenance Staff

- ☐ Doff flood personal protective equipment, decontaminating as required.
- ☐ Participate in a debriefing session
- ☐ Resume normal duties

5.0 Response & Recovery – Protection Services

Response

5.1 Upon Receiving Notification That There is a Need to Activate the Flood Contingency Plan

Kingston Hospitals' Security Operations Centre

If not already aware, notify:

- ☐ Director of Protection Services / Delegate²
- ☐ Mobile Patrol Supervisor
- ☐ Public Affairs on call
- ☐ Monitor weather broadcasts and report any updates to the Incident Command Centre regarding the flood if the cause was weather related
- ☐ Communicate any flood watch information from weather broadcasts to other facilities if instructed by the Incident Commander:
 - ☐ St. Mary's of the Lake: 613-544-5220
 - ☐ Providence Manor: 613-549-4164
 - ☐ Mental Health Services: 613-546-1101
 - ☐ Hotel Dieu Hospital: 613-544-3310

Director of Protection Services / Delegate

- ☐ Determine the cause and magnitude of the flood, and coordinate the appropriate response
- ☐ Notify Public Affairs representative on call to determine if any communication is needed to any or all of staff, patients, visitors, public at large/media.
- ☐ Establish the Incident Command Centre in the Protection Services department and assume role of Incident Commander – **refer to page 15**
- ☐ Notify Manager, Emergency Management, Parking and Security Operations Centre

Manager, Emergency Management, Parking & Security Operations Centre/Delegate

- ☐ Coordinate the Security response to the flood in collaboration with the Incident Commander
- ☐ Plan and implement traffic restrictions to / through the site and provide direction for alternate routes
- ☐ Assume role of Logistics Officer in the Incident Command Centre – **refer to page 15**

² "Delegate" is the next level of appointed authority. In this case the Emergency Management On-call Person

Security Supervisor

- ☐ Report to the area to assess level of severity and provide scene control
- ☐ Assess the security needs of the affected area to ensure the integrity and safety of the contents
- ☐ Take necessary steps / precautions to mitigate water damage to personal and facility property in the affected area
- ☐ Photograph or video flooded areas depicting surrounding infrastructure, equipment and potential damage to personal and facility property for documentation and insurance purposes
- ☐ Assist with the set-up of the Incident Command Centre, if required
- ☐ Provide Incident Command with a detailed preliminary report of the incident
- ☐ Oversee Security Officers' response
- ☐ Request the Security Operations Centre to have Mobile Patrol Supervisor respond

Mobile Patrol Supervisor

- ☐ Collect extra radios for use by the site for the duration of the flood contingency plan
- ☐ Provide assistance, as required, for response and recovery efforts

Security Officer

- ☐ Provide scene control and isolate the area
- ☐ Provide security functions as directed by the Security Supervisor for response and recovery efforts
- ☐ Provide signage and barriers to isolate affected areas including elevators
- ☐ Assist with re-routing of traffic flow (staff, patients, visitors, etc.) in affected areas

Recovery**5.2 Upon Notification That the Crisis Has Concluded****Kingston Hospitals' Security Operations Centre**

If not already aware, notify:

- ☐ Director of Emergency Management Security & Life Safety / Delegate
- ☐ Mobile Patrol Supervisor

Security Supervisor

- ☐ Ensure that all documentation is collected for debrief preparation
- ☐ Dismantle the Incident Command Centre if activated and update supplies as needed
- ☐ Ensure that a comprehensive occurrence report is filed immediately
- ☐ Participate in a debriefing session

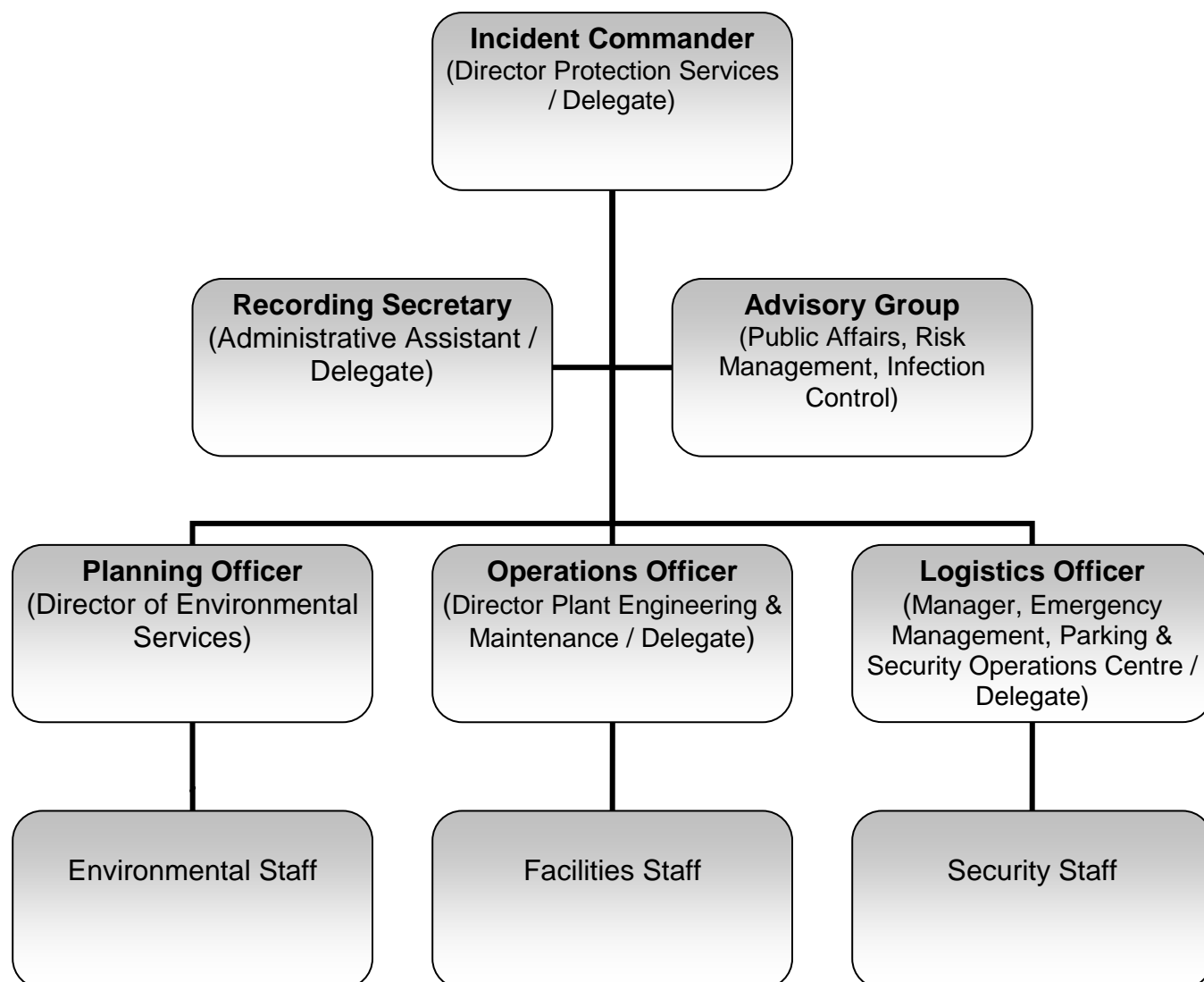
Mobile Patrol Supervisor

- ☐ Collect all extra radios used during the incident
- ☐ Participate in a debriefing session

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6.0 Response & Recovery – Incident Command Centre

6.1 Incident Management System



Response

6.2 Upon Receiving Notification That There is a Need to Activate the Flood Contingency Plan

Incident Commander

- ☐ Establish the Incident Command Centre
- ☐ Notify Switchboard of the location and contact information for Incident Command
- ☐ Appoint the following positions, only if the regular assigned persons are not available

- ☐ **Operations** _____
 - ☐ **Planning** _____
 - ☐ **Logistics** _____
 - ☐ **Recording Secretary** _____
- ☐ Brief the Infection Control Practitioner of the incident
 - ☐ Notify Safety Officer, if required
 - ☐ Provide update to the Public Affairs office, and if required determine what internal or external messaging needs to be provided
 - ☐ Notify Risk Management, if required
 - ☐ If the cause of the flood is weather related, instruct Kingston Hospitals' Security Operations Centre to communicate flood watch information to Administration at Hotel Dieu Hospital and Providence Care sites
 - ☐ Regularly assess risk (structural, utility, saturation, contents, health threats) and authorize flood response and recovery efforts
 - ☐ Provide solutions for potential additional hazards and complications impacting the facility if the source of the flood was infrastructure related (sprinkler system, sewage pipe, water heated radiators)
 - ☐ Review potential electrical issues (outlets, smoke alarms, equipment) and authorize implementation of by-pass procedures, as required
 - ☐ Liaise with Infection Control and Safety Officer regarding flood risk analysis
 - ☐ Consider the impact to patient care and liaise with appropriate leadership staff based on affected area
 - ☐ Liaise with Public Affairs to provide communication updates regarding incident internally and externally, if required
 - ☐ Establish business cycle to receive status reports from Operations, Logistics and Planning Officers
 - ☐ Prepare to provide a situational report to the President & CEO
 - ☐ Liaise with the President & CEO and assess the need to activate the Emergency Operations Center (EOC) and call back of Program Directors
 - ☐ Be prepared to transfer command to a higher authority (e.g. President & CEO)
 - ☐ If required, notify the Kingston Hospitals' Security Operations Centre **(4142)** to call EOC members and have them report to the EOC
 - ☐ Notify Kingston Hospitals' Security Operations Centre to recall Program Directors, if required

- ☐ Authorize staff fan-out lists, as required, in consultation with Program Directors / Managers
- ☐ Ensure the EOC is appropriately informed of any identified risk issues, if active

Planning Officer – Director Environmental Services / Delegate

- ☐ Provide progress updates to the Incident Commander
- ☐ Provide assistance to Plant Engineering & Maintenance staff by allocating and deploying staff as necessary to manage the flood and to assist with the resumption of normal functions
- ☐ If applicable, liaise with JPO and contractor construction company to manage the flood and assist in the return of normal functions to the facility

Operations Officer – Director Plant Engineering & Maintenance / Delegate

- ☐ Take necessary steps to ensure the flood is not increasing
- ☐ Consider re-routing of flood water into existing drains, toilet drainage holes etc.
- ☐ Regularly assess risk (structural, utility, saturation, contents, health threats) and make recommendations on flood response and recovery efforts
- ☐ Review potential electrical issues (outlets, smoke alarms, equipment) and determine if by-pass procedures should be implemented
- ☐ Provide assistance to Environmental Services by allocating and deploying staff as necessary to manage the flood and to assist with the resumption of normal functions
- ☐ If applicable, liaise with JPO and Contract company to manage the flood and assist in the return of normal functions to the facility

Logistics Officer – Manager, Security, Access Control, Life Safety & Special Projects / Delegate

- ☐ Assess the security needs of the affected area to ensure the integrity and safety of the contents
- ☐ Take necessary steps / precautions to mitigate water damage to personal and facility property in the affected area
- ☐ Ensure Security requirements to manage the flood incident are provided
- ☐ Ensure the extent of the flood is documented by video recorder or digital camera
- ☐ Consider whether a search of the facility should be conducted to account for areas affected by the flood
- ☐ Gather and prepare search team kits, if required
- ☐ Contact available staff to prepare to assist in the search of the facility, if required
- ☐ Be prepared to coordinate search teams, and security staff actions, if required
- ☐ Provide radio communication as necessary to Incident Command Centre
- ☐ Prepare for the termination of the emergency and any debriefing requirements

- ☐ Ensure the continuation of Security functions in the remainder of the facility

Recording Secretary

- ☐ Document response actions and communication within the Incident Command Centre

Advisory Group

- ☐ Provide information and resources to the Incident Commander as required

Recovery**6.3 Upon Notification That the Crisis Has Concluded****Incident Commander**

- ☐ Upon notification that the flood incident has been resolved authorize Switchboard to announce an "All Clear"
- ☐ Ensure appropriate recovery actions are taken by staff (area cleared, damaged areas repaired)
- ☐ Prepare for a debriefing with Incident Command Centre and Emergency Operations Centre, if activated
- ☐ Instruct staff to resume normal duties

Planning Officer

- ☐ Prepare for a debriefing with the Incident Command Centre
- ☐ Prepare for a debriefing with Environmental staff

Operations Officer

- ☐ Debrief staff on lessons learned and procedural / equipment changes needed
- ☐ Instruct staff to resume normal duties

Logistics Officer

- ☐ Ensure replacement of search kit supplies if utilized
- ☐ Compile any reports for debriefing

Recording Secretary

- ☐ Document recovery actions and communication within the Incident Command Centre

Advisory Group

- ☐ Prepare for a debriefing with the Incident Command Centre
- ☐ Provide recovery options based on area of expertise

7.0 Response & Recovery – Environmental Services

Response

7.1 Upon Receiving Notification That There is a Need to Activate the Flood Contingency Plan

Director Environmental Services / Delegate

- ☐ Upon notification that an area is flooded, direct Environmental Services staff to ensure measures are taken to contain the flood
- ☐ Direct Environmental Services staff to assist as required with water removal, drying processes, or surface cleaning and disinfection following departmental procedures
- ☐ Liaise with and provide status updates to the Incident Commander on the response to the incident
- ☐ Assume role of Planning Officer in the Incident Command Centre – **refer to page 10**

Environmental Services Staff

- ☐ Respond to affected areas based on priority need as designated by Director Environmental Services / Delegate
- ☐ Respond to affected area with the **“Flood Cart” (located behind Connell 0 cage)**
- ☐ Don flood personal protective equipment
- ☐ Assist with containing the spread of the flood water using supplies in the flood cart
- ☐ Assess the security needs of the affected area to ensure the integrity and safety of the contents
- ☐ Take necessary steps / precautions to mitigate water damage to personal and facility property in the affected area
- ☐ Assist with clean-up of the flood water and affected areas surrounding the incident

Recovery

7.2 Upon Notification That the Crisis Has Concluded

Director of Environmental Services / Delegate

- ☐ Ensure all flooded and affected surrounding areas have been cleaned
- ☐ Doff flood personal protective equipment, decontaminating as required.
- ☐ Liaise with Plant Engineering & Maintenance to ensure all damaged structures and wet materials have been replaced (e.g. linens, curtains, carpets, drywall, ceiling tiles, etc.)
- ☐ Attend debrief session

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8.0 Response & Recovery – Infection Control Services

Response

8.1 Upon Receiving Notification That There is a Need to Activate the Flood Contingency Plan

Infection Control Practitioner / Delegate

- ☐ Report immediately to the area that is flooded to assess and resolve the Infection Control impact
- ☐ Determine the risk of contamination in the flooded area
 - ☐ If water is contaminated with fecal material, Infection Control will advise on modifications to personal protective equipment
- ☐ Provide input regarding clean up and remediation procedures
 - ☐ Recommend barriers necessary, negative or positive pressure air movement, traffic routes, etc.
 - ☐ Monitor remediation actions, especially if the remediation utilizes barriers, negative pressure, etc.
- ☐ Halt any work that is proceeding with inadequate barriers; walk off mats or other breaches in Infection Control protocols outlined in Infection Control Policy Manual, Section 2-70.01 (Construction)
- ☐ Ensure plans that include measures needed to protect patients, visitors and staff from drying activities are reviewed **before** the start of the project
- ☐ Assist in the planning for potential disruption of water (**Refer to Appendix B**)
- ☐ Coordinate with Occupational Health when construction / renovation or remediation may have an impact on staff working in the area

Recovery

8.2 Upon Notification That the Crisis Has Concluded

Infection Control Practitioner

- ☐ Ensure remediation actions are complete, as outlined in Infection Control Policy Manual, Section 2-70.01 (Construction)
- ☐ Attend debrief session

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9.0 Response & Recovery – Information Management

Response

9.1 Upon Receiving Notification That There is a Need to Activate the Flood Contingency Plan

Information Services Program Manager / Delegate

- ☐ Upon notification that an area is flooded, ensure measures are taken to prevent damage to information management equipment
- ☐ Ensure back up procedures functioning to prevent loss of information technology services
- ☐ Assess the security needs of the affected area to ensure the integrity and safety of the contents
- ☐ Take necessary steps / precautions to mitigate water damage to personal and facility property in the affected area
- ☐ Take necessary steps to rectify any loss of information technology services

Recovery

9.2 Upon Notification That the Crisis Has Concluded

Information Services Program Manager / Delegate

- ☐ Ensure all areas have information technology services
- ☐ Attend debrief session

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10.0 Appendix A – Remediation Actions

NOTE: all applicable actions from Section 2-70.01 (Construction, Renovation and Maintenance) need to be followed. Population Risk Group, Construction Activity Type and Preventive Measure Analysis need to be established for each area under remediation.

Wet Item	Actions	MRP
Carpet (sewage contamination)	Remove excess water Discard carpet	Housekeeping Maintenance
Carpet (Wet Less than 48 hours)	Extract water Shampoo or steam clean carpet (all furniture, cabinets, etc., need to be removed from area)	Housekeeping
Carpet (Wet More than 48 hours)	Extract water Discard carpet	Housekeeping Maintenance
Ceiling Tile	Remove and discard tile(s)	Maintenance
Drywall	Remove drywall and insulation (if present) to 30 cm above wet mark, and discard. <ul style="list-style-type: none"> ▪ If more than 48 hours, and more than 1 square meter is involved, a remediation specialist may need to be consulted. 	Maintenance
Electrical	Must be inspected by an electrician. <ul style="list-style-type: none"> ▪ Electric circuit breakers, GFI's (Ground Fault Interrupters) and fuses that have been wet need replacing. ▪ Switches and outlets can be cleaned and reused (if in doubt, throw them out). ▪ Electric motors, light fixtures, etc., need to be opened, cleaned and air dried by a qualified person 	Maintenance
Files/Papers (Essential)	Dry, photocopy, discard if possible	Medical Records
Files/Papers (Non-Essential)	Discard	Housekeeping Medical Records
Laminate Surfaces (Good Condition)	Dry, and clean with disinfectant solution	Housekeeping
Laminate Surfaces (Poor Condition)	Discard	Housekeeping
Upholstered Furniture	<ul style="list-style-type: none"> ▪ Flood due to drinking (potable) water: <ul style="list-style-type: none"> ○ Dry within 24 hours and monitor for mould ○ >24 hours: dispose ▪ Flood due to floods, roof leaks, sewage backup or ground water: <ul style="list-style-type: none"> ○ Dispose 	Housekeeping

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11.0 Appendix B – Special Considerations During Water Disruption

Risk	Interventions	MRP
Lack of potable water for drinking and food preparation	Schedule interruptions for low activity times Obtain/provide potable water for consumption (potable water can be arranged through Food and Nutrition Services)	Maintenance, Materials Management, Food and Nutrition Services
Lack of water for hand washing	Use disposable towelettes for hand cleaning: patients and personnel, then use alcohol based hand-sanitizer	Nursing, Materials Management
Lack of water for flushing toilets, patient bathing	Obtain water supply for bathing and cleaning Use waterless bathing system i.e. Bath-in-a-bag (may have to be procured through 3SO)	Maintenance, Materials Management
Contamination of potable water supply during disruption	Ensure all air and stagnant water is removed from pipes once flow re-established Ensure proper disinfection of water supply by chlorination	Maintenance, Infection Control City of Kingston Public Utilities

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12.0 Appendix C – Listing of Main Shut Off Valves

The following main shut off valves can be used by Maintenance to shut off water supply in the event of a flood emergency.

- 1 – Armstrong 0: Room # 16-0-016
- 2 – Kidd 00: Room # 22-0-131-1
- 3 – Connell 0: Room # 2-025
- 4 – Watkins 0: Room # 4-1-211-2
- 5 - Victory 0: Room # 3-0-108-0
- 6 – Burr 0: Room # 21-0-103
- 7 – GIDRU: Room # 3-1-300

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