

## Emergency Plan

<b>Subject:</b>	Emergency Plan: Flood
<b>Emergency Code:</b>	CODE GREY - Infrastructure Loss or Failure

<b>Overview</b>	<p>Flooding is a temporary overflow of water onto land or into a building that is normally dry. Floods are the most common natural disaster in Canada. Failing to evacuate flooded areas compromises the safety of all and entering flood waters can lead to injury or serious harm.</p> <p>This policy is intended to cover serious and substantial flooding only, and not leaks and/or minor water events that can easily be cleaned up, diverted into a container/bucket or turned off easily via a localized valve.</p>
<b>Plan Activation:</b>	In the event that any person(s) detects substantial flooding in the facility should immediately initiate this plan and communicate as per the plan below with the Administrator/Administrator on call and Charge Nurse (both sides).
<b>Lines of Authority (Chains of Command):</b>	<ul style="list-style-type: none"> <li>• The Executive Director (Administrator) or Administrator on Call</li> <li>• Director, Information and Support Services or designate</li> <li>• Charge Nurse</li> <li>• Manager of Environmental Services</li> <li>• Maintenance Department Personnel</li> <li>• Security</li> </ul>
<b>Communications Plan:</b>	<p>Directors, Managers, Supervisors and/or Registered Staff will immediately inform all staff via overhead paging (Code Grey), internal messaging system and/or e-mail as quickly as reasonably possible.</p> <p>The Administrator on call should be notified as quickly as possible to coordinate response and next steps.</p>
<b>Staff Roles and Responsibilities:</b>	<p>Remain calm and do not panic.</p> <p>Alert any passers-by to stay clear of the affected area. If you detect substantial flooding:</p> <ul style="list-style-type: none"> <li>• If possible, and safe to do so, isolate the source of the flood and shut off the source of the water.</li> <li>• Immediately vacate the room/space, and bring any nearby resident/patient to safety.</li> <li>• Ensure the communications plan detailed above is enacted immediately.</li> <li>• If required, initiate a shutoff of the main water supply valve in room 0133 (Basement). Note: Signage is in place above this valve.</li> <li>• If an overhead sprinkler is creating the flooding, the main shutoff valve for the sprinkler system is in room 0133. If the fire equipment water valve is being closed under emergency circumstances, contact the fire department or 911 immediately.</li> <li>• If the flooding is determined to be coming from the central heating system, close all main valves above the three hot water boilers in room 0136. Also, close all valves on the five main heating zones.</li> <li>• Code Green or Code Green STAT (Evacuation) may be warranted and could be initiated via the chain of command outlined above (in collaboration with first responders if present).</li> </ul>

<b>Plan for Recovery:</b>	<b>IMPORTANT</b> - Do not return to an evacuated building or area until and unless told to do so by an authorized official, Chief from the local Fire Department, First Responders or Senior Management Personnel.
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<b>References:</b>	1. <i>Fixing Long-Term Care Act, 2021, Ontario Reg. 246/22</i>
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<b>Revised:</b>	<u>05 November 2024</u>