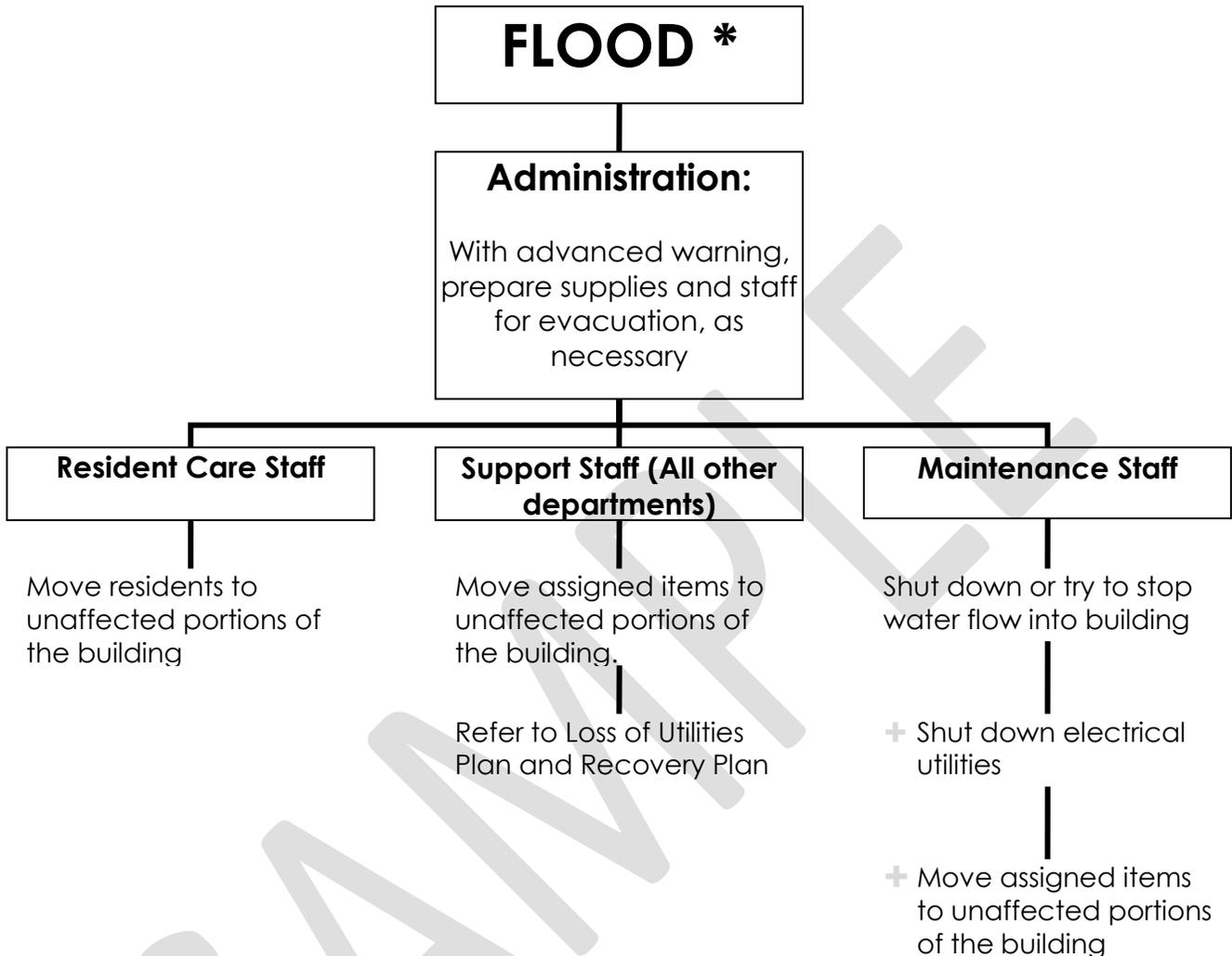


HANDOUT #6

Emergency Operations Planning Flood – Sample Procedure



* Update per your final plan

HANDOUT #6

Emergency Operations Planning Flood – Sample Procedure

FLOOD

(Internal or External)

GENERAL ACTIONS APPLICABLE TO ALL STAFF

- + With advanced warning, prepare supplies and staff for evacuation out of facility, if directed.
- + See alternate care sites and transportation availability in Emergency List section of plan.
- + Move residents and staff to unaffected portions of the building.
- + Move important records, equipment, etc. to unaffected portions of the building, if possible.
- + Where possible, close flood gates and build dikes or water-logs to prevent the water from entering pre-described areas.
- + Continue to prepare for evacuation of building, if necessary.

NOTE:

**DO NOT ENTER ANY AREA WHERE WATER LEVEL IS ABOVE ELECTRICAL OUTLETS.
DO NOT TOUCH ANY ELECTRICAL EQUIPMENT WHEN STANDING IN WATER.**

ADMINISTRATION / INCIDENT COMMANDER

- + Via Section Chiefs, set up Command Post and follow the Emergency Incident Commander Job Action Sheet. If advised by local agencies, prepare for building evacuation. See Full Building Evacuation Plan and Mutual Aid Plan.
- + Ensure all other guidelines of this procedure are completed through Section Chiefs.
- + If Building Evacuation is to take place, set up Offsite Communication and Command for Staff and responsible parties to contact.

MAINTENANCE

- + Shut down electrical power to areas of the building affected by or expected to be affected by rising water.
- + Shut down elevators if water is expected to affect elevator pits or equipment rooms.
- + Work with staff member responsible for Infection Control to ensure that minimal contamination occurs.
- + Secure the environmental contaminants. e.g. bio-waste, chemical drums, etc.
- + Contact local vendors/contractors for cleanup of contaminated silt, debris, oil, chemicals, water, mildew, etc.
- + Raise or move any chemicals that react with water to produce heat or flammable or noxious gases (CHECK THE MSDS).
- + Ensure that storage tanks are anchored securely.

NOTE:

If Maintenance Staff stay in the building after Evacuation, in order to shut down utilities and secure building, communicate with Offsite Command. If you cannot get through, then call Local Police.

HANDOUT #6

Emergency Operations Planning Flood – Sample Procedure



PEOPLE AND ITEMS TO BE MOVED TO A SAFE AREA	SAFE AREA	RESPONSIBILITY
Resident Units / Departments: + +		
Non-Resident Departments: + +		
Records: + +		
Medications: + + +		
Special Medical Equipment: + +		
Others: + pumps + wet vac + cell phones + two-way radio + back-up electronic information		

NURSING

- + Monitor staff and residents for signs and symptoms of hypothermia.

NOTE: Utilities of electric, gas, and water may be shut down. Follow applicable procedures.

Emergency Contractor/Vendor Phone Number listings in Emergency Lists	Section 8
Emergency Agency Phone Number listing in Emergency Lists	Section 8
Emergency Utility Shut-off Locations listing in Emergency Lists	Section 8

SEE ALSO:

- “DISASTER STAFFING” (found in Section 3, Infrastructure)
- “LOSS OF HEATING SYSTEM” Procedures
- “LOSS OF AIR CONDITIONING SYSTEM / HIGH HEAT” Procedures
- “LOSS OF TELEPHONE SERVICE” Procedures
- “LOSS OF ELECTRIC SERVICE” Procedures
- “INTERRUPTED COOKING ABILITY” Procedures
- “FULL BUILDING EVACUATION PLAN”, Section 5
- “RECOVERY PLAN”, Section 10