SCHLEGEL VILLAGES

MANUAL:	**Emergency**
SECTION:	**Flood**
SUBJECT:	**Internal Flood**

POLICY

It is the policy of Schlegel Villages to provide a safe environment for all residents, team members, family, and visitors. To that end, a procedure for the prevention, containment and clean-up of an internal flood will be followed.

OBJECTIVE

- To prevent internal floods.
- To contain an internal flood
- To safely clean up an internal flood

PREVENTION

In order to reduce the potential and extent of internal flooding:

1. All leadership team members and charge nurses will be orientated to the location of and use of water and sprinkler shut off valves throughout the facility.
2. Main water and sprinkler shut off valves should be clearly labeled with name of valve and area they service.
3. Shut water off to clogged toilets until they can be cleared.
4. Any visible signs of water damage should be quickly inspected for the source of water and any issues repaired.
5. Any leaky piping or plumbing fittings should be repaired or replaced as quickly as possible or where possible isolated with a shut off valve.

DETAILED PROCEDURES

Major Floods:

Broken water pipes or sprinkler system flow that is continuous and affects multiple suites/areas posing an immediate danger to residents.

In case of a **Major Floods** the procedures to follow are:

1. Upon discovery of flooding, team members will call the Charge/Lead Nurse and tell them the location and size of flood.

2. Team members will begin evacuating residents in immediate danger to an area outside of the effected flood zone.

3. The Charge/Lead Nurse will come to the area to evaluate the extent and source of the flooding.

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4. The Charge/Lead Nurse will direct an evacuation of any people/areas that may be at risk.

5. The Charge/Lead Nurse or designate will shut off water supply to the affected piping to stop the flow of water and reduce the extent of flooding.

6. During regular hours the leadership team will support flood clean up and resident relocation. After hours the Charge/Lead Nurse or designate will call the leader on call.

7. Leadership team or leader on call will call the flood restoration company to initiate service.

Minor Leaks/Floods:

Any flood that does not have continuous flow and poses no immediate danger to residents such as small roof or window leaks, toilet or sink overflow.

In case of a **Minor Leak/Flood** the procedures to follow are:

1. Alert people in immediate area of the leak/flood and block off the area with signs.

2. Where possible stop the flow of water by turning off faucet, toilet or closing a window

3. During regular hours call maintenance for support. Maintenance will clean up the flood and make necessary repairs.

4. After hours call the Charge/Lead Nurse and tell them the location of the leak/flood.

5. The Charge/Lead Nurse will come to the area to evaluate the extent and source of the flooding.

6. The Charge/Lead Nurse will direct team members to clean up the flood and call the leader on call for any further support as needed.

TRAINING AND DRILLS

Training will be provided on orientation for all team members. The Leadership Team will strive to achieve 100% team member attendance on annual refresher training. Refresher training may be in the form of education sessions, tabletop exercises, walk-through drills, functional drills, evacuation drills, or full-scale exercises.

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FLOOD REPORT/DRILL

Date of Flood: _____   **Time of Flood:** _____

Describe the events and factors leading up to the flood:

_____

_____

_____

_____

_____

_____

Source of flooding: _____

Location of flood   **Floor:** _____ **Area:** _____

Name of Person who discovered the flood: _____

Was there an evacuation   **Yes ___   No ___**

Charge/Lead Nurse called?   **Yes ___   No ___**

On Call Manager called?   **Yes ___   No ___**

Flood Restoration company called?   **Yes ___   No ___**

Name of Person filling out this report: _____

Follow up by Manager:

Proper containment and clean up procedures were followed?   Yes ___   No ___

Area affected is clean and safe to use?   Yes ___   No ___

What improvements, if any, could be made to prevent this from happening again?

_____

_____

_____

_____

_____

Manager: _____   **Date:** _____