



MANUAL:	Emergency
SECTION:	LOSS OF ESSENTIAL SERVICES
SUBJECT:	Loss of Main Water Supply

POLICY

It is the policy of Schlegel Villages to provide a safe environment for all residents, team members, family, and visitors. To that end, the Village will have a protocol in place and be prepared to deal with an incident of Loss of Main Water Supply.

AFFECTED EQUIPMENT AND SERVICES

1. Fire Sprinkler System will not work.
2. Hot Water Boilers will not be able to produce hot water for heating or other uses.
3. Commercial Washing Machines will not work.
4. Main Kitchen steamers, dishwashers will not work.
5. Toilets will not fill after flushing.
6. Some lower floor faucets will still work due to gravity pressure but upper floor faucets will not work.

PROCEDURE:

1. In the event of a Loss of Main Water Supply, the charge/lead nurse or designate will inform all areas of the Loss of Main Water Supply.
2. The charge/lead nurse will notify a leadership team member on site or call the leader on-call and notify them of the Loss of Main Water Supply.
3. A member of the leadership team will call the Main Water Supply Provider to determine the estimated time the Main Water Supply will be out and communicate that to the charge/lead nurse.
4. In the case of an extended Loss of Main Water Supply (more than 6 hours) the leadership team member will follow the Communication Plan Tab 01-02.
5. A Fire watch will be started and notices posted as per Code Red - Fire Policy.
6. The director of environmental services or designate will ensure that Boilers and Pumps are shut down as needed and adjust Laundry Services as needed.



7. The director of food services or designate will ensure that Food Services will make any necessary changes to food preparation, meals and delivery of meals.

AFTER RESTORATION OF MAIN WATER SUPPLY

1. The director of environmental services or designate will ensure that all Equipment and Building Systems are checked, started up and operating normally. Contractor Services will be called as necessary to restore equipment to normal operation.

TRAINING

Loss of Main Water Supply 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 for Loss of Main Water Supply Response. Refresher training may be in the form of education sessions, tabletop exercises, walk-through drills, functional drills, evacuation drills, or full-scale exercises.



LOSS OF MAIN WATER SUPPLY DRILL

Date: _____ Time of Incident: _____ Location: _____

Scenario Description:

Circle the appropriate answer

Did the Charge/Lead Nurse inform all areas of the loss of water? Yes No

Was the Leader on site or on call notified? Yes No

Was the main water provider called? Yes No

Was a fire watch initiated in affected areas? Yes No

Was all affected equipment checked and shut down as needed? Yes No

Were Dietary and Laundry services adjusted as needed? Yes No

Was equipment checked and started up after water restored? Yes No

Names of Team Members who participated:

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Comments/Recommendations:

Charge/Lead Nurse: _____ Signature: _____

Leader: _____ Signature: _____