

EMERGENCY PLANS MANUAL

Policy No.: FEF003
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Issued by: Environmental Services Manager
Approved by: Administrator

FLOOD PLAN

- 1 Includes burst waterline.
- 2 Advise Maintenance if not already in the building
- 3 Advise staff and residents in the area.
- 4 Notify Administrator or alternate. He/she will contact the Ministry of Health and Long Term Care and County CAO as required.
- 5 Notify all Managers or alternates and confirm that contingency measures are adopted.
- 6 Prepare for evacuation if required.
- 7 Initiate cleanup by Housekeeping staff
- 8 Assess condition of area before allowing residents to return.
- 9 Complete Unusual Incident form