



Manual: Emergency Measures	Policy Number: EM-DS-02
Section: Loss of Services Code Grey	Policy Name: Disruption Of Water Service
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Effective Date: October 7, 2015	Revised: June 6, 2022

Finlandia Village has one water supply system. As the water supply is essential to all aspects of daily operations, communication during a disruption is a necessity.

Each building has its own meter and shut off for water: Finlandiakoti - B03 (Thrift Store), Palvelukoti - Mechanical Phone Room, Hoivakoti - Manty Sprinkler Closet, Lepokoti - Basement, Majatalo - Laundry Room and Rivitalo has at least one for each block with Phase II and III residences each having individual meters and shut offs.

Safe Drinking Water

Do not use contaminated water to wash dishes, brush your teeth, wash and prepare food, wash your hands, or make ice. You can use an alcohol-based hand sanitizer to wash your hands.

If the city mandates that water be boiled for safety, the main kitchen has equipment that can be used to boil water in large amounts (tilt fryer, soup pots). Boiling water, when practical, is the preferred way to kill harmful bacteria and parasites. Bringing water to a rolling boil for 1-minute will kill most organisms.

RN/PSW (D, E, N)

- Coordinate repair/clean up with maintenance and housekeeping departments.
- Inform all home areas and departments of incident and initiate contingency plans.
- FNHL - Immediately initiate the Mandatory Reporting to the MOHLTC as per policy NM-Form-1.**
- If disruption will be a significant period (> 4 hours), contact the Manager on Call for support and instruction.
- Record incident on Unusual Occurrence report.

MAINTANANCE (D, E, N)

- Using list above, shut off main water in affected building
- Contact outside agencies as required
- Consult with RN or PSW to discuss action plans
- Janitors to assist with clean up of affected area if required
- Coordinate repair of service and/or clean up of affected area



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- Assess staffing and redistribute as required
- Assist/facilitate outside agencies when required

Manager of Maintenance

- Determine requirement for water trucks if necessary.

HOIVAKOTI NURSING DEPARTMENT - RN

- All non essential routine activities suspended (bathing, sauna)
- Assess duties and adjust accordingly.
- Distribute disposable peri pucks when available for peri care.
- Direct staff regarding washing, toilet use, etc.
- Initiate fan out if needed.

ASSISTED LIVING DEPARTMENT - PSW (D, E, N)

- Consult with maintenance to review scope of disruption and action plans.
- Suspend all bathing and laundry duties.
- Reassure residents if questions arise.
- Inform residents if emergency extends more than four hours.
- Assess duties and adjust accordingly.
- Direct staff and residents regarding washing, toilet use, etc.
- Initiate fan out if needed.

DIETARY DEPARTMENT

Emergency supply is located in the Support Services Storage room in Lepokoti

- Use disposable dishes and utensils starting next meal after incident.
- Use bottled water for residents' drinking water Post any changes required to the menu to inform residents.
- Adjust menu to reduce number of pots required.

Director of Dietary Services/designate

- Determine need for outside water service - Culligan who is closest supplier.
- Assess duties and redirect as required.
- Implement emergency menu or adjust menu as deemed necessary.
- Order supplies to accommodate revised menus.



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- Redistribute duties and staffing as required dependent on time of disruption

LIFE ENRICHMENT DEPARTMENT

- Suspend all activities requiring water.
- Staff are to assist with nursing and/or dietary department as necessary when no programs are possible.
- Suspend outside activities if required.

HOUSEKEEPING/LAUNDRY DEPARTMENT

- Suspend washing of clothes and linens.
- Follow contingency plan until service restored.
- Staff are to assist with nursing and/or dietary department as necessary when no duties are possible to perform.
- Housekeeping staff to use Sanitizing Wipes to sanitize high touch areas around the home areas.