

## EMERGENCY PLANS MANUAL

**Policy No.:** FEF003  
**Issue Date:** July 2014  
**Revised:** June 2015, May 2022, Mar. 2023  
**Issued by:** Environmental Services Manager  
**Approved by:** Administrator

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### FLOOD PLAN

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