

Approved By: Board of Directors	Adopted Date: 2/13/18
Distribution: All Staff	Revision Date(s):
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PURPOSE:

Open Door Community Health Centers depends on the local water distribution system for sanitation, hand washing, drinking, and other uses. When the system fails staff need to know the steps to take to keep patients and staff safe.

DEFINITIONS:

Fire Watch: An individual whose sole responsibility is to walk the facility looking for fire hazards, fire activity, or alarm notifications.

POLICY:

When the water distribution system fails, or any disruption of the system occurs in an Open Door Facility, staff will take appropriate action.

A water distribution system disruption may be indicated by:

- A drop in the pressure of the hot or cold water
- Breakage of a water line inside or outside the facility
- Contamination of the outside water supply

If a line breaks within the Health Center, staff will secure patient and staff safety first by removing them from the affected area. Staff should attempt to shut off the water at the building or street level.

If there is contamination of the outside water supply, shut off the main valve to the building water supply.

The Health Center will:

1. Notify:
 - a. Corporate Services
 - i. Corporate Service will be responsible for arranging repairs or contacting the local supplier to determine the estimated outage time.
 - b. Operations Officer on call for determination as to the Health Center's scheduling.
 - i. If the determination is to continue to see patients during the water shortage be sure alcohol hand sanitizer is readily available. Corporate Services will be responsible for a supply of drinking water for patients.
2. Inform staff and patients to not drink the water or flush the toilets.
3. Suspend laundry activities until the water shortage is resolved.
4. Wash instruments with bottled water.
5. Continue Lab activities that can be completed with bottled water. All other Lab activities will be suspended until water shortage is resolved.
6. Distribute red hazardous waste disposal bags to all bathrooms. When the shortage is over, collect red hazardous waste disposal bags and dispose of them as per policy.

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If the facility has a fire sprinkler system and the water shortage is due to a distribution disruption, post a fire watch and notify the local fire department of the shortage. The Fire Watch will stay in place 24 hours per day or until the water shortage is resolved.

When the incident is resolved, complete the ODCHC Consolidated Situation Report Form and forward to the Risk Manager.

REFERENCES:

CDC Version 2, 2012, Emergency Water Supply Planning Guide for Hospitals and Healthcare Facilities

ASSOCIATED DOCUMENTS:

ODCHC Form #624 Consolidated Situation Report

KEYWORD TAGS:

Water, emergency, toilets, shortage, drinking, sprinkler, rupture