



Manual: Emergency Measures	Policy Number: EM-DS-04
Section: Loss of Services Code Grey	Policy Name: Disruption Of Gas Service
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Effective Date: October 7, 2015	Revised: June 2, 2022

Natural gas problems will disrupt heat (in Hoivakoti and Lepokoti), hot water, cooking equipment and the generator.

RN/PSW (D, E, N)

- Keep lines of communication with maintenance department open for updates.
- Coordinate frequent checks of residents especially during cold weather.
- Inform all home areas and departments of incident and initiate contingency plans.
- FNHL - Initiate the on-line Mandatory Critical Incident System (MCIS) form 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)

- All main gas valves on meters must be turned off to avoid accumulation and possible explosion.
Main gas valves are located in:
 - HK Laundry room (local supply)
 - All mechanical rooms
- Contact outside agencies as required
- Remove BBQs from storage and bring to outside receiving area if meal service affected
- All kitchen equipment needs to be relit on resumption of service, everything else is auto ignite.

Manager of Maintenance/designate

- Coordinate repair of service
- Assess staffing and redistribute as required
- Assist/facilitate outside agencies when required

HOIVAKOTI NURSING DEPARTMENT - RN

- All non essential routine activities suspended if outage during winter and residents are at risk due to indoor temperature dropping. Otherwise, continue with activities and ensure extra blankets etc. are available for residents as required.
- Assess duties and adjust accordingly.



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- Direct staff regarding any changes needed to routines.
- Initiate fan out if needed.

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

- Suspend all internal or external functions/activities.
- Reassure residents if questions arise.
- Inform residents if emergency extends more than four hours.
- Assess duties and adjust accordingly.
- Direct staff and residents regarding any changes needed to routine.
- Initiate fan out if needed.

DIETARY DEPARTMENT

- Post any changes required to the menu to inform residents.
- Adjust menu to accommodate use of BBQ as cooking source.
- Kitchen equipment needs to be relit by maintenance upon resumption of service.

Director of Dietary Services/designate

- Assess duties and redirect as required.
- Implement emergency menu or adjust menu as deemed necessary.
- Order supplies to accommodate revised menus.
- Ensure sufficient disposables on hand.

LIFE ENRICHMENT DEPARTMENT

- Suspend all activities requiring moving residents during winter months, otherwise, continue duties as normal
- Suspend outside activities if required.

HOUSEKEEPING/LAUNDRY DEPARTMENT

- Suspend washing of clothes and linens.
- Assist nursing department with checks of residents.
- Redistribute duties and staffing as required dependent on time of disruption.