
CODE AQUA – Internal/Overland Flood Response

Approved by: Administration

Effective Date: October 24
2025

EP - 15

Issued By: Administration

Revised Date: NEW

Department(s): All

POLICY

Lennox & Addington County General Hospital (“LACGH”) is committed to ensuring a safe environment for patients, residents, staff and visitors. LACGH will maintain a robust response to both internal flooding caused by infrastructure failure, and overland flood events.

PURPOSE

The purpose of **CODE AQUA** is to ensure that hospital operations can continue without interruption, any damage to the physical building(s) is limited, and the infection control implications are resolved.

DEFINITIONS

Black Water: water with a known or high risk of bacteria or other pathogens e.g. sewage, sewer water, toilet backflow, any drains or water that has not been removed promptly

Clean Water: clean/potable water

Flood: Flooding is a common phenomenon in Canada, resulting from an increase in streamflow beyond the point where the normal stream channel can contain the water.

Grey Water: “used water” with a potential for microorganisms e.g. overflow from dish machine or washing machines, overflow from streets surrounding the building.

Internal Flood: Flooding within LACGH caused by compromised infrastructure.

Overland Flood: Water from an external source enters into LACGH; can be caused by excessive rainfall, snow melt or damaged municipal water supply.

WHEN TO CALL **CODE AQUA**

CODE AQUA shall be called when:

- a. The water is “clean” or “grey”, or “black”;
- b. The source of water cannot be controlled;
- c. There is actual, or an imminent risk of, damage to infrastructure or property;
- d. The incident poses an actual or potential hazard to occupants; and/or,
- e. The incident has the potential to impact operations or patient care.

CODE AQUA – Internal/Overland Flood Response

Approved by: Administration

Effective Date: October 24
2025

EP - 15

Issued By: Administration

Revised Date: NEW

Department(s): All

If the liquid involved cannot be identified or is a health hazard initiate Code Brown, EP-02.

RESOURCES

CODE AQUA flood control kit is available in the Emergency Preparedness Room, lower level next to dirty linen room and is accessible by hospital management, security, housekeeping and maintenance.

RESPONSIBILITY:

A **CODE AQUA** may be called by any staff member upon the discovery of flooding. Therefore, all staff are to familiarize themselves with the **CODE AQUA** emergency response.

Code Green Policy EP -03 evacuation will be considered if the influx of water into the facility exceeds the capacity safely manage the incident.

CODE AQUA RESPONSE

Switchboard (during Switchboard hours)

- a. Upon notification of a CODE AQUA by a staff member, Switchboard will announce "**CODE AQUA – Maintenance** to [LOCATION]; **Housekeeping** to [LOCATION]; **Security** to [LOCATION] Stat" three (3) times.
- b. Standby for further notifications as needed.

Maintenance:

- c. Will lead the initial flood response by addressing the cause of the flood and bring flood kits to the affected site stored in the Emergency Supply Room.
- d. Engage in recovery and reconstruction of the affected site under the direction of IPAC or designate.

Environmental Services:

- a. Will lead initial clean-up by bringing autoscrubbers, floor mops and buckets to the affected site.

CODE AQUA – Internal/Overland Flood Response

Approved by: Administration

Effective Date: October 24
2025

EP - 15

Issued By: Administration

Revised Date: NEW

Department(s): All

- b. Will complete a terminal clean of the affected site under the direction of IPAC or designate.

Security:

- a. Redirect staff, patients, residents and visitors from affected area.
- b. Assist maintenance with locating collateral damage (Floors above/below).
- c. As directed by the Incident Manager.

Infection Prevention & Control:

- a. Report immediately to the area that is flooded to assess and help identify the IPAC impact.
- b. Complete assessment to delineate impact and identify potential contamination.
- c. Recommend when a professional water restoration/remediation service should be considered.
- d. Recommend Infection Control barriers necessary, to keep patients safe (Hoarding, negative pressure, air movement, traffic routes, etc).
- e. Monitor remediation actions and approve Infection control plans and provide quality control for remediation process before starting remediation/drying.
- f. Halt any work that is proceeding with inadequate Infection Control barriers. See Infection Control During Construction, Renovation, Maintenance and Design
- g. Assist in the planning for potential disruption of water
- h. Coordinate with Occupational Health, Safety & Wellness when construction/renovation or remediation may have an impact on staff working in the area

PROCEDURE:

Internal Flooding

1. Staff member who discovers flooding is complete an environmental scan to determine immediate threats to safety.
2. Contact Switchboard and advise “**CODE AQUA**” and state location.
3. Switchboard is to use overhead page code three times:

“**CODE AQUA – Maintenance** to [LOCATION]; **Housekeeping** to [LOCATION];
Security to [LOCATION] Stat”

CODE AQUA – Internal/Overland Flood Response

Approved by: Administration**Effective Date:** October 24
2025

EP - 15

Issued By: Administration**Revised Date:** NEW**Department(s):** All

4. If after Switch Board hours, staff who discovers the flood to overhead page using extension 7777 and notify and contact MAINTENANCE ON CALL and ADMIN ON CALL.
5. First maintenance person on-site to determine extent of flooding and response needs.
6. Maintenance to turn off water shut-offs if appropriate in the circumstances; request town shut water off to hospital if necessary.
7. Maintenance to bring appropriate flood control kit to site. “Sandless” sand bags and large water barriers are located in the Emergency Preparedness Supply Room next to the Dirty Linen Room.
8. Environmental Services to assist with water containment, diversion and clean up utilizing available water socks located in Environmental services workroom. (additional water socks located in ES cage in crawl space).
9. Once it is safe to do so, Maintenance will begin drying and recovery operations with the use of fans, and air purifiers under the direction of IPAC or designate.

Overland Flooding

1. All staff shall make every effort to report for work safely.
2. Beware of fast moving water and changes to water flow.
3. Maintenance to monitor LACGH campus for rising water.
4. Assess safety of staff, visitors, patients and residents – Evacuate area if necessary.
5. Maintenance to turn off water shut-offs if appropriate in the circumstances; request town shut water off if necessary.
6. Environmental Services to assist with water containment, diversion and clean up utilizing available water socks located in Environmental services workroom (additional water socks located in ES cage in crawl space).
7. Maintenance to bring appropriate flood control kit to site. “Sandless” sand bags and large water barriers are located in the Emergency Preparedness Supply Room next to the Dirty Linen Room.

CODE AQUA – Internal/Overland Flood Response

Approved by: Administration**Effective Date:** October 24
2025

EP - 15

Issued By: Administration**Revised Date:** NEW**Department(s):** All

8. Avoid unnecessary travel or meetings.
9. Prepare to remain at the hospital to provide patient care should suitable relief not be able to report for work due to unsafe road conditions.
10. Be attentive to hospital email bulletins or media reports to instruct staff/affiliates on potential alternative transportation or accommodation arrangements for staff/affiliates to be able to report to work.
11. Encourage visitors to remain inside the building for the duration of severe weather.
12. Discourage patients/residents from traveling to a Designated Smoking Area (off property) during active flooding.
13. Call 333 for any emergency situations (e.g. **Code Blue**, **Code Grey**, **Code Green**, etc)

RECOVERY

Upon notification that the **CODE AQUA** event has concluded:

Switchboard (during Switchboard hours)

- e. Upon notification of the ALL CLEAR, announce: "**CODE AQUA** ALL CLEAR" three (3) times.

Maintenance:

- a. Discuss deployment of fans/dehumidifiers in the affected area with Infection Prevention and Control
- b. Doff personal protective equipment, decontaminating as required.
- c. Follow up with Occupational Health, Safety and Wellness, if required
- d. Participate in a debriefing session

Environmental Services:

- a. Ensure all flooded and affected surrounding areas have been cleaned
- b. Doff personal protective equipment (gown, gloves, mask and eye protection and rubber boots), decontaminating as required.

CODE AQUA – Internal/Overland Flood Response

Approved by: Administration**Effective Date:** October 24
2025

EP - 15

Issued By: Administration**Revised Date:** NEW**Department(s):** All

- c. Follow up with Occupational Health, Safety and Wellness, if required
- d. Liaise with Maintenance to ensure all damaged structures and wet materials are replaced (e.g. linens, curtains)
- e. Following restoration or remediation, complete terminal clean
- f. Attend debrief session

Security:

- a. Redirect staff, patients, residents and visitors from affected area.
- b. Assist maintenance with locating collateral damage (Floors above/below).
- c. As directed by the Incident Manager.

IPAC and OHS&W

- a. Ensure remediation actions are complete, as outlined in Infection Control Policy Infection Control During Construction, Renovation, Maintenance and Design **Policy XXX**.
- b. Liaise with all necessary parties to determine when patient care activities can be resumed, if affected.
- c. Liaise with all necessary parties to determine when staff can return to their areas if affected, in consultation with the Occupational Health, Safety and Wellness
- d. Attend debrief session.

REFERENCES:

Code Brown, Policy EP-02

Infection Control During Construction, Renovation, Maintenance and Design **Policy XXX**Emergency Management Ontario <https://www.ontario.ca/page/floods>

Kingston Health Sciences Center, CODE AQUA policy document.

CODE AQUA – Internal/Overland Flood Response

Approved by: Administration

Effective Date: October 24
2025

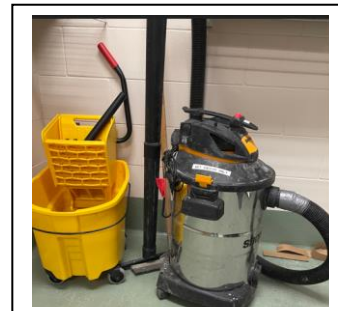
EP - 15

Issued By: Administration

Revised Date: NEW

Department(s): All

**APPENDIX A: FLOOD CONTROL KITS available in
Emergency Preparedness Room**



Also available are vacuums, pumps, absorption materials, water dams, boots, goggles/face shields, impermeable coveralls, protective gloves, N95 respirators and other related items to help mitigate a flood located in Emergency Preparedness Room.