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| Section: Emergency Planning Manual | Subsection: Code Grey Internal Disaster | Policy Number: EPP-1071 |
| Subject: Laundry Contingency Plan during Emergencies | | Reviewed Date: June 2022, August 2016 |
| Standard: | Authority: CEO | Supercedes: Nov 2015 Dec 2008, Mar 2013 |
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Policy

Belvedere Heights shall have a laundry contingency plan, to be implement in the event of an emergency situation.

PROCEDURE:

Water, gas and electricity are all necessary for the daily operations of the laundry department. Should any part of the service be disrupted, the following will be implemented.

LOST OF WATER, GAS AND ELECTRICITY

- All staff will be asked to conserve the usage of linen
- Laundry aides will check each unit to note linen supplies
- Clean linen shall be moved from one unit to another, pending on quantity items available i.e. too much on one unit or not enough on another.
- Where applicable, disposable items shall be used to decrease the amount of washable materials.
- Linen shall be washed in order of priority i.e. Face Cloths, Hand Towels, Pericloths, Bath Towels, clothing protectors and then general bed linens.
- Resident personal clothing can be placed aside and taken care of as time allows.
- If further items are required, the Environmental Services Manager shall add to the system, any back up stock. Back up stock is stored in the laundry area.
- If new supplies are required, Belvedere’s linen suppliers may be contacted (MIP at 1 877 356 2987)
- If no service is available on Belvedere’s premise, the Environmental Services Manager shall make the necessary arrangements for a back up service with the local hospital, if possible or other facilities i.e. Laundromats in the area pending on volume and/or length of time the service will be disrupted.

Authorized Signing Authority

Date