Contingency Plan as a Result of Loss Steam, Water or Other Utility Interruption

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OBJECTIVES

- Outline response required in the event of an emergency situation that would disrupt water and other utility systems.
- Ensure MDRA operations are maintained in order to support the patient care units and departments requiring reprocessed instruments and supplies.
- Identify roles and responsibilities of MDRA staff during planned and unplanned water and other utility disruption.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staff, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary) working within Medical Device Reprocessing.

ELEMENTS

1. Planned water or other utility loss

    1.1 MDRA management will be notified of an upcoming disruption by site Facilities Maintenance and Engineering (FM&E).

    1.2 FM&E, in collaboration with the MDRA, will schedule the shutdown to occur when the MDRA is operating at non-peak hours, reducing the impact on reprocessing.

    1.3 If the disruption in service will impact units and departments the MDRA Manager or designate will:

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a) Notify next level of management (operating Room Manager, Site Administrator, and Director). Include additional stakeholders as needed.
b) Notify the units and departments affected and identify instruments that must be available for use.
c) Work with Contracting, Procurement and Supply Management (CPSM) department to identify which supplies and instruments can be replaced with disposable options.
d) Consult with other sites to determine where supplies and instruments can be sent for reprocessing during shutdown.
e) Consult with affected units and departments to determine if any sterile instruments or supplies can be borrowed from other sites.
f) Coordinate transport of instruments and supplies to/from supporting site(s) as per specific procedure.
g) Evaluate staffing needs and schedule additional staff as required.

2. Unplanned water and other utility loss

2.1 The MDRA Manager or designate will be notified as soon as a disruption with the water system is noted by MDRA staff.

2.2 MDRA staff will continue to assemble available instruments and supplies for sterilization.

2.3 MDRA Manager or designate will consult with FM&E to determine the extent of loss of service, impact to affected units and departments, and how to resolve the problem.

2.4 If the disruption in service will impact units and departments the MDRA Manager or designate will:

a) Notify next level of management (Operating Room Manager, Site Administrator, and Director). This level of management will determine if cancelling procedures is required.
b) Notify the units and departments affected and identify instruments that must be available for use.
c) Work with site CPSM department to identify which supplies and instruments can be replaced with disposable options.
d) Consult with other sites to determine where supplies and instruments can be sent for reprocessing during shutdown.

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e) Consult with affected units and departments to determine if any sterile instruments or supplies can be borrowed from other sites.
f) Coordinate transport of instruments and supplies to/from supporting site(s) as per site specific procedure.
g) Evaluate staffing needs and schedule additional staff as required.

3. Water and other utility system resumes operations

3.1 The MDRA Manager or designate will:

a) Perform any required operational requalification (as per equipment manufacturer's instructions).
b) Notify affected units and departments that service will be resumed
c) Inform all stakeholders of the estimated time for resuming operations to allow adequate time for reprocessing the backlog
d) Identify resource requirements to catch up with backlog of instruments and supplies that require reprocessing.
e) Notify supporting site(s) and identify if further support is needed to ensure adequate inventory while backlog of instruments and supplies are being reprocessed.

4. Documentation

4.1 The Manager, or designate, will document unplanned disruption in the Reporting and Learning System (RLS) and will include:

a) Date and time of disruption
b) Steps taken to resolve the issue(s)
c) Cause of disruption, for example, system error, user error
d) Impact to affected units and departments.

5. Additional resources and site-specific emergency response plans can be found on Insite.

DEFINITIONS

None

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REFERENCES

- Alberta Health Services governance documents
  - AHS Calgary Zone (2013) *Business Continuity Plan: Loss of Normal Water Supply and/or Unsafe Water Supply.*
- Non-Alberta Health Services documents
  - *Canadian Medical Device Reprocessing. (Canadian Standards Association)* (CAN/CSA Z314:23)

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VERSION HISTORY

Date	Action taken
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