

Quick Response Guide for Damage/Wet to HPEI Records

Support & Contact

*Health PEI RIM Team at healthpeiRIM@ihis.org or (902) 368-6886. RIM Coordinators will provide guidance to **HPEI Staff** on managing the wet records.*

*Contact **supervisor/manager**, notify **building maintenance, DTI and OH&S**.*

Purpose

- Provide rapid direction for responding to wet to HPEI records
- Emphasize timely reporting to reduce harm to paper records such as mold growth

Immediate Priorities: Protect people first, then records.

Safety & Hazard Control

- Stop the water source and ensure safety.
- Avoid electrical hazards, slipping risks, contaminated water exposure, and standing under active leaks when ceiling integrity is compromised.
- Access the requirement for PPE
- Use proper lifting techniques and be aware that water-logged boxes will be much heavier. Seek assistance if needed.

Protect the Records

- Move affected or at-risk records to a safe, dry area if it is safe to do so.
- Separate wet and dry records:
 - **Damp:** pages slightly wet and separable — begin spreading out to dry.
 - **Soaked:** pages fully saturated — set aside until further direction.
 - **Contaminated:** exposure to sewage, chemicals, or mold. — do not touch.

Report the Water Incident in PSMS

- Submit an Environment form in PSMS immediately upon discovery
- Submit a second incident into PSMS under privacy breach and link or cross reference to the environmental incident
- Upload photos and supporting documentation when necessary