
	Manual: Emergency Preparedness	Section: Codes	Code: 09	Pages: 1 of 2
Subject: Code Brown				Area of Focus: Care & Service

1.0 Purpose	This procedure describes the steps to be taken in the event of a major chemical spill.
2.0 Definition	<p>Chemical Spill: A chemical spill is defined as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.</p> <p>Minor Spill: is one where the individual(s) responsible for the spill are capable of handling the spill safely without the use of respiratory protection or the assistance of specially trained emergency response personnel.</p> <p>Major Spill: is one that has the potential for fire or explosion, poses immediate danger to life or health, or has unknown properties or hazards.</p>
3.0 Procedure	<p>Upon discovery of a major chemical spill, remove all persons within the affected area to behind a set of fire doors. If the spill poses a significant risk to life and building immediately dial 911, otherwise announce the following over the P.A. system by dialing “80” on any in-house telephone. There will be an approximate 5-second delay before the overhead speakers are activated, so repeat, “Attention All Staff” until you hear your voice coming through the speakers, then proceed with the following announcement: “Code Brown and the location” Repeat 3 times.</p> <p>During office hours the Maintenance Manager or their designate will immediately assess the spill and determine the necessary course of action. On weekends or evenings, the Emergency Chief (Charge Nurse or delegate) will.</p>
Emergency Chief:	<p>EMERGENCY CHIEF Charge Nurse/Delegate</p> <ol style="list-style-type: none"> 1. Telephone Maintenance-On-Call and describe the location and nature of the major chemical spill. 2. If advised to do so, pull the Fire Alarm to de-activate the air-handling system immediately to stop air from circulating throughout the building 3. Telephone: Emergency telephone numbers can be found in the first section of the Emergency Preparedness Manual under “Emergency Telephone Numbers”. <ul style="list-style-type: none"> ▪ Administrator-on-call ▪ 911, if directed to ▪ Report to the Ministry of Long-Term Care after hours incident reporting line if there is an “Emergency, including fire, unplanned evacuation or intake of evacuees” or “contamination of the drinking water supply”. “Advise that we have pulled the fire alarm to de-activate the air-handling system in order to initiate the Code Brown Procedure.” 4. Follow instructions from Emergency Preparedness Authorities regarding a requirement to initiate Code Green or to cancel the Code Brown procedure.

	Manual: Emergency Preparedness	Section: Codes	Code: 09	Pages: 2 of 2
Subject: Code Brown				Area of Focus: Care & Service

Lobby Deputy:	<p>LOBBY DEPUTY 0600-1900 - Food Services Supervisor; 1900-0600 - Evening Security / Security Guard</p> <ol style="list-style-type: none"> 1. Go to the Central Alarm Control Centre, south wing ground floor. 2. Make contact with Emergency Chief. To do so, access the paging system by dialing “80” on any in-house telephone. There will be an approximate 5-second delay before the overhead speakers are activated, so repeat “Attention All Staff” until you hear your voice coming through the speakers, then ask the Emergency Chief to contact you and provide your extension number. 3. Ensure the south wing entrance driveway is cleared of all traffic likely to block arriving emergency vehicles. 4. Clear the Lobby and ensure that residents, staff and visitors are in a safe area and direct them back to their areas. 5. Under the direction of the Emergency Chief, assign tasks to helpers as they arrive at the south wing ground floor. 6. Assist Emergency Chief to prepare for the possibility of evacuation. 7. Contact or assign someone to contact Maintenance-on-Call to reset alarm, if after 3:30 p.m. <p>Staff in your assigned area:</p> <ol style="list-style-type: none"> 1. Ensure all windows have been closed. 2. Ensure all air-conditioners have been turned off. 3. Await further instruction by Emergency Chief or delegate.
Documentation:	De-brief form filled out and filled with EPC committee