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

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| 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: the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.</p> <p>Minor Spill: the individual(s) responsible for the spill is 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: Has the potential for fire or explosion, poses immediate danger or safety concern, has unknown properties or hazards.</p> |
| 3.0 Procedure | <p>Upon discovery of a major chemical spill, remove all persons within the affected area behind a set of fire doors. If the spill poses a significant risk immediately dial 911, otherwise 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. After dialing "80" repeat "Attention All Staff" until you hear your voice coming through the speakers, then proceed with the following announcement, three times: Attention all staff "Code Brown is in affect" and your "location". A second staff call 911.</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 located 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 ▪ Any code that occurs, you should immediately contact the AOC for direction on Ministry reporting matters. Immediately contact the AOC, must be spoken to after hours (do not leave a voicemail). This is a critical incident that must immediately be reported to the Director of the Ministry of Long Term Care at 1-888-999-6973. . Notification will also be provided to respective unions and the Health and Safety committee. |

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| | <p>4. Follow instructions from Emergency Preparedness Authorities regarding a requirement to initiate Code Green or to cancel the Code Brown procedure.</p> |
| <p>Lobby Deputy:</p> | <p>LOBBY DEPUTY 0600-1900 - Food Services Supervisor; 1900-0600 – RN/Charge Nurse</p> <ol style="list-style-type: none"> 1. Go to the Central Alarm Control Centre, south wing ground floor. 2. Contact 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, 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 and doors are closed. 2. Ensure all air-conditioners are turned off. 3. Await further instruction by Emergency Chief or delegate. |
| <p>Documentation:</p> | <p>De-brief form filled out and filled with EPC committee</p> |