

10

CODE BROWN {HAZARDOUS SPILL}

ACTIVATION AND IMPLEMENTATION

10.1.1 CODE BROWN

A Code Brown will be called when;

1. A spill is greater than 4 litres, (if less than 4 litres initiate a clean up within your department, reference the material safety data sheet). Inform your supervisor.

OR

2. Is less than 4 litres and is a chemical or other hazardous spill that presents a hazard and requires more resources and or requires specialized clean up measures.

The person who becomes aware of this situation will;

- Remain Calm
- If possible attempt to clear the area.
- Notify your Supervisor.
- If safe to do so in referencing the Safety Data Sheet (S.D.S.) or Material Safety Data Sheet (M.S.D.S.) and in using the required personal protection equipment attempt to control the situation.
- If product is unknown and not safe to be around isolate the area (close doors) and evacuate as necessary.
- Inform First Floor Registered Nurse at ext 4207 of the situation. First Floor Registered Nurse, Incident Commander to make final determination for the need to call a Code Brown.
- As per the Home Health and Safety Manual Policy # 0101-03-08/08A "Responsibilities of Workplace Parties in Relation to Accident/Incident Reporting", the affected staff who becomes aware of the situation to complete an "Employee Incident Report".

Spill sorbent kits have been placed at the following areas:

Location	Type
Basement-Loading Dock	Universal
Basement-Laundry Area	Universal
Basement-Generator Room	Universal
Basement-Housekeeping Storage	Universal
Basement-Maintenance	Universal
2nd Floor Scene Coordinator	Universal

10.1.2 DUTIES OF INCIDENT COMMANDER

- Once notified of a Code Brown situation the First Floor Registered Nurse is to act as Incident Commander and to take overall control of the situation. With information provided assesses the need to call a "Code Brown".
- Over the public address system make the following announcement twice slowly and distinctly;
 “Code Brown - Code Brown location..... All staff complete Code Brown responsibilities, residents and visitors please await for further instructions”.
- At First Floor Elm/Pine Lodge Nurse Station pick-up two way radio, turn on and ensure on channel one, put on “Emergency Responder” green vest.
- Confirm the necessary immediate actions with Scene Coordinator, including ability for clean-up, possible evacuation of the area to ensure the health, safety and welfare of the residents, staff and visitors.

Depending on the incident circumstances, degree and volume of spill proceed to;

- If needed call the Fire Department at 911, verify the event and their ability to assist.
- As designated on the Pine Lodge Nursing Assignment Sheet send staff member to the main entrance to ensure visitors remain away from the area and if required direct Fire Department to the location.
- On evenings, nights & weekends if needed call;
Support Services/Maintenance, cell number 613-802-4868 leave numeric number to call back on, then advise of the situation and request for assistance.
- As per the Homes Administration Manual Policy # 0202-12-01 "Critical Incident Reporting", if applicable given the type of incident advise the Ministry of Health LTC Division of the issue within the time frame stated.
- Continue to direct appropriate immediate emergency response.
- Communicate with Scene Coordinator and emergency responders

Elevation of Code Brown - Extensive Further Action or Direction Required

- On evenings, nights & weekends contact the Manager on Call, advise as to the status of the situation. In consultation with the Manager on Call if required activate the establishment of the Emergency Operations Control Group. Membership as per Appendix A-2, contact information as per Administration Fan Out Appendix B-1.
- As required proceed to implement other Emergency Codes eg. Code Green, Code Orange.
- Relinquish the role of Incident Commander upon request via the authority of the E.O.C.G. or local authority having jurisdiction.
- Complete Incident Reporting requirements as described and applicable in Section 10.1.9.

All Clear:

- Once notified of the “all clear” proceed to page twice the following; **“Your attention please, Code Brown All Clear, all staff report back to their regular duties”** .

10.1.3 DUTIES OF SCENE COORDINATOR

- Designated Second Floor Registered Nurse/designate to act as Scene Coordinator.
- At Second Floor Spruce Lodge Nurse Station put on green vest, pick up two-way radio, turn on and ensure on channel one, pick up floor plan then report to incident location.
- At the scene take charge and control of the emergency, give direction as required to ensure the safety of all, including possible evacuation of the area.
- If safe to do so provide appropriate response measures for control of the spill and clean up measures.
- Special attention to be given to chemical type and Safety Data Sheet (SDS) or Material Safety Data Sheet (M.S.D.S.) personal protective equipment requirements, and use of chemical spill type clean-up kit-note locations and type in Section 10.1.1.
- As required confirm the need for other emergency first responders, e.g. fire department, communicate this need to the Incident Commander.
- Upon arrival of other authorities provide a briefing of the event and needs required.
- As developments occur brief the Incident Commander via the two-way radio. If two way radio is not operable delegate a runner to send information back to the Incident Commander.

All Clear; When Spill Cleaned Up:

- Once spill has been cleaned up and safe to do so;
 - Via the two-way radio notify the Incident Commander, advise to page a “Code Brown All Clear”.
 - Return emergency red vest, two-way radio back to their original locations.
 - Work with Incident Commander to complete reporting requirements.

10.1.4 DUTIES OF UNIT COMMUNICATIONS PERSON AT EACH RHA

- Immediately go to the unit Nurse Station, retrieve two way radio and put on an “Emergency Responder “red vest.
- If spill in your area provide assistance to ensure the safety of all and if safe to do so assist with control and remediation efforts.
- If not in your area remain alert for further direction.
- As directed follow the instructions of the Incident Commander and/or Scene Coordinator and or other emergency responders.

10.1.5 ALL STAFF-WHEN YOU HEAR CODE BROWN PAGE

- If incident is in your work area if safe to do so provide assistance as required to manage, control and remedy the situation.
- Take necessary immediate actions, including possible evacuation of the area to ensure the health, safety and welfare of the residents, staff and visitors.
- If not in your work area remain alert for further direction.
- As directed follow the instructions of the Incident Commander/Scene Coordinator

10.1.6 MAINTENANCE STAFF RESPONSIBILITIES

When paged or called in;

- Pick up two way radio, turn on and ensure on channel one.
- Proceed to scene, assist Scene Coordinator with control and clean-up measures. Special attention to be given to chemical type and Safety Data Sheet (S.D.S.) or Material Safety Data Sheet (M.S.D.S.) personal protective equipment requirements, and chemical spill sorbent locations in Section 10.1.1.
- As required confirm the need for other emergency first responders, e.g. fire department, communicate this need to the Scene Coordinator/Incident Commander.
- As directed follow the instructions of the Scene Coordinator /Incident Commander and other emergency responders.

10.1.7 LEADERSHIP TEAM RESPONSIBILITIES

During Regular Business Hours; The following Leadership Team members are to report to the scene; Administrator, Director of Care, Director of Support Services, Environmental Services Manager.

The first Leadership Team member to arrive is to dialogue with the Scene Coordinator. As required and as the response measures elevate assume the role of Scene Coordinator.

Other Leadership Team Responsibilities:

Assistant Director of Care; Report to area of responsibility, liaise with unit communications person, ensure unit is safe, provide assistance as required.

Activation Coordinator; Remain alert for further direction.

Business Office Manager; Retrieve two-way radio, turn on and ensure on channel one. Remain alert for further instruction, as required communicate with Incident Commander/Scene Coordinator.

Dietary Services Manager; Kitchen/Basement Area; Remain alert for further direction.

Manager on Call; As the emergency elevates (if after hours) the Manager on Call will receive a call from the Incident Commander. The Incident Commander will advise the Manager on Call of the status of the "Code Brown". In consultation with the Incident Commander the Manager on Call to ensure completion of appropriate reporting requirements, that all appropriate first responders have been called, and proceed as required to activate the establishment of the Emergency Operations Control Group. Membership as per Appendix A-2, contact information as per Administration Fan-Out Appendix B-1. As per Section 7.1.19 Incident Documentation and Reporting ensure reporting based on the incident has been completed.

10.1.8 EMERGENCY OPERATIONS CONTROL GROUP

- When a call has been received of a "Code Brown" the E.O.C.G members are to report to the facility.
- Establish and follow the activities as set out for the E.O.C.G in Appendix A-2 of the Emergency Measures Plan.

10.1.9 INCIDENT DOCUMENTATION AND REPORTING

- As per the Homes Administration Manual Policy # 0202-12-01 "Critical Incident Reporting", if applicable given the type of incident advise the Ministry of Health LTC Division of the issue within the time frame stated.
- As per the Homes Health and Safety Manual Policy # 0101-03-08/08A "Responsibilities of Workplace Parties in Relation to Accident/Incident Reporting", the affected staff who becomes aware of the situation or is affected by the incident to complete an "Employee Incident Report" reporting the incident even if a near miss.