



## LONG-TERM CARE DIVISION POLICY MANUAL

Manual 11 – Emergency Procedures	<b>Policy: 11-01-05</b>
Code Brown - Containment	
<b>Effective Date:</b> January 6, 2021	
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### POLICY

To ensure a safe, timely and appropriate response in the event of a hazardous materials spill internally and externally at the Home(s).

### DEFINITIONS

**External Disaster:** Toxic fumes or large-scale chemical release or spill outside the building or in the greater community.

**Internal Disaster:** Toxic fumes or large-scale chemical release or spill in the building.

**Small Chemical Spill:** A spill that would normally take place within a medication room, or storage environment. Personnel at the scene of where the spill takes place can manage most small chemical spills. Follow Global Harmonization System (GHS) safety data information.

**Large Chemical Spill:** This is usually a spill in which the quantity exceeds four litres. Several locations in the Homes have inventories of hazardous chemicals. This would include maintenance shops, mechanical rooms, generator room, and chemical storage rooms.

**Gas Leak:** A gas leak refers to a leak of natural gas or another gaseous product from a pipeline or other containment into any area where the gas should not be present.

**Caution:** Chemical spills must be handled safely in accordance with the chemical specific GHS. Under no circumstances should an individual clean up a hazardous chemical spill alone. At least two people must be present and donning the proper personal protective equipment (PPE) when cleaning a spill. Staff who are handling and cleaning a chemical spill must be trained in Workplace Hazardous Materials Information System (WHMIS).

*Note:* Information on Cytotoxic medications is located on the online Pharmacy portal for Handling and Administration of Hazardous Agents.

## **PROCEDURE**

### **External Disaster:**

If toxic fumes or large-scale chemical release or spill occurs outside the building or in the greater community, notification will be provided through a variety of communication alerts (e-warn, ECAAlert Me). The Home may also receive notice from the Emergency Management Coordinator of the County of Lambton.

1. The Charge Nurse/delegate will use the paging system (ie, Phones, speaker system etc) to announce "Code Brown – External Containment, specify reason for containment, shelter in place" to everyone in the building.
2. The Charge Nurse/delegate will direct staff to communicate with residents and visitors, assign other responsibilities as required.
3. If containment code is issued, the Charge Nurse/delegate will assign staff to check outside for residents and visitors.
4. Close all windows and doors. If necessary, use bed sheets to fully cover windows and doorways. Place moist towels at base of external doors to act as an air seal.
5. Shut down heating, ventilation and air conditioning systems by following the directions with illustrations for each Home on the following pages. Turn off any manual exhaust systems - bathrooms, etc.
6. Obtain tap water for future use if water supply seems threatened – you may need to fill tubs and pails.
7. Night Shift - PSW's will account for residents on their assigned neighbourhoods, and report back to the Charge Nurse/delegate any missing residents.
8. All Other Shifts - Registered Nurse will account for residents in their assigned neighbourhood and report back to the Charge Nurse/delegate and missing residents.
9. Remain with residents in your assigned area awaiting further directions or until the Charge Nurse/delegate announce an all clear.
10. Everyone will remain in the building and shelter in place until the Code Brown is all clear.

### **Internal Disaster**

#### **Chemical Spill Procedure**

1. Notify Charge Nurse/delegate of the spill. Charge Nurse will use the paging system (ie, Phones, speaker system etc) to announce "Code Brown – Internal Containment identifying spill location e.g. "generator room".
2. The Charge Nurse and Environmental Services will secure the area by restricting access. Relocate residents if necessary.
3. Review SDS for accidental release measures and clean-up methods.

4. If safe to do so, remove any potential ignition sources and unplug nearby electrical equipment, prevent chemical from entering drains and close doors to prevent spread of vapour.
5. Confirm and contain spill following SDS guidelines. Don personal protective equipment if required.
6. Larger spills and undetermined product may require assistance of local agencies such as fire and/or local community authorities.
7. Contain and dispose of materials as outlined in the SDS.
8. When danger or emergency has been resolved the Charge Nurse/delegate will announce all clear.

Location of Spill Kits: Service areas

Hazardous Materials Storage Areas: Secured cabinet

### **Gas Leak Procedure**

Signs of a gas leak:

- a. Smell - A distinctive rotten egg or sulphur like odour
- b. Sound - Hissing, roaring or whistling
- c. Sight - Damaged connections to natural gas appliances

Notify Charge Nurse/delegate of the gas leak. Immediately notify local gas company and call 911.

1. If safe to do so shut off gas supply to building.
2. Use every practical means to eliminate sources of ignition.
3. Evacuate the building of all persons.
4. Once Fire Department/Local Gas Company gives the All Clear, everyone can enter the Home.

### **Duties of a Charge Person**

1. Establish control centre.
2. Relocate residents, if necessary. Ensure all residents are accounted for.
3. Designate persons to:
  - Document action taken, information received and time of events,
  - Be aware of updated information through various media sources or through the Emergency Management Department of the County of Lambton,
  - Initiate emergency call out procedure to communicate instructions,
  - Control entry and exit of all persons, except for emergency personnel,
  - Post appropriate alert signs at all exits; and
  - Notify all persons on site, adjacent apartments and Childcare Centres (if applicable).

4. Estimate the required hours of containment to determine staff roles and availability. Staff duties and roles may change in an emergency situation.
5. Co-ordinate meals and food service with the responsible supervisor or designate.
6. Establish reception areas to provide sleeping accommodation for all persons requiring overnight stays.
7. Co-ordinate linen requirements with the responsible supervisor.
8. Refer news media inquiries to the General Manager of the Long-Term Care Division or designate.

## **FOLLOW-UP**

Once **ALL CLEAR** is announced:

1. Communicate with staff, residents and visitors that emergency is over and assist as needed.
2. Staff must check again to ensure all residents are accounted for.
3. Document Code Brown on the Emergency Code Record form and submit to the Administrator.

## **REPORTING REQUIREMENTS**

A. The Charge Nurse will notify the Administrator/delegate and General Manager of the incident.

B. The Administrator/delegate will report to the Ministry of Long-Term Care (MLTC) via the critical incident reporting system.

C. The Administrator/delegate will contact Lambton County Emergency Management if the Home is compromised.

D. The Administrator/delegate will report to the Ministry of Environment via The Spills Action Centre at 1- 800-268-6060 and the municipality, if the spill caused, or will likely cause any of the following adverse effects:

- Impairment to the quality of the natural environment - air, water, or land
- Injury or damage to property or animal life
- Adverse health effects
- Safety risk
- Making property, plant, or animal life unfit for use
- Loss of enjoyment of normal use of property
- Interference with the normal conduct of business

D. The Administrator/delegate will report to the Ministry of Labour, Immigration, Training and Skills Development and the Joint Health and Safety Co-chairs if the chemical spill results in a death or critical injury of a worker.