



Health Sciences North
Horizon Santé-Nord

CODE BROWN

(Hazardous Spill/Release)

**{Including Hazardous Drugs
Natural Gas & Radioactive Material}**

EMERGENCY RESPONSE PLAN FOR HEALTH SCIENCES NORTH

Revised: April 2023
Reviewed: December 2021

RECORD OF AMENDMENTS

Amendment Number	Section(s) or Page(s) Amended	Date of Amendment
1	Re-developed Code Brown Plan	February 2019
2	Title page changed from excluding to including natural gas	Oct 2019
3	Pg. 14 initiating a code brown – updated to reflect “In the event of a Gas/Vapor (including natural gas)”	Oct 2019
4	Pg. 18 all staff code brown active – information box added around response in a natural gas leak.	Oct 2019
5	Pg. 23 Switchboard response Action sheet – updated to reflect “release involving vapors/gases (including Natural Gas)”	Oct 2019
6	Radioactive Material response language added to title page	November 2019
7	Definition of Radioactive Material added to Page 5	November 2019
8	Information regarding event of stuck or lost radioactive source added to Pg. 14 & 18	November 2019
9	Annual Code Brown Review Completed	March 2020
10	Pg. 21 Contact information for third party Contractor added to Incident Command.	March 2020
11	Annual Code Brown review Completed	March 2021
12	Added definition of Competent person pg. 7	March 2021
13	All staff response poster updated to new Huddle Poster format pg. 12	March 2021
14	Added to Incident Commander – role action sheet pg.21 First Competent person on scene will assume command	March 2021
15	Appendix A updated to Include Long Lake Road Site – Centre for Pre-Hospital	March 2021
16	Pg. 7. Definition external response “including unknown substance” added to definition	October 2021
17	Pg. 10 Plan assumptions need to list chemical Shall document hazards on HAXC document	October 2021
18	Pg. 13 All staff response poster updated to include unknown substance	October 2021
19	Pg. 14 added unknown substance to small spill response	October 2021
20	Pg. 15 External Contractor Activation – added unknown substance to large spill.	October 2021
21	Pg. 15 Unknown Substance added to exterior spill	October 2021
22	Pg. 16 Algorithm updated to include Unknown Substance	October 2021

23	Pg. 18 Note box added around unknown substance	October 2021
24	Pg. 21 Algorithm updated to include Unknown Substance	October 2021
25	Pg. 22 Incident Commander Role action sheet updated to include Unknown Substance	October 2021
26	Pg. 25 Switchboard Role action sheet updated to include Unknown Substance	October 2021
27	Pg. 26-28 Security Role action sheet updated to include Unknown Substance	October 2021
28	Appendix A updated to include Unknown Substance	October 2021
29	Appendix A – Larch Street location emergency response plan removed as Voices have relocated to Cedar Street site.	October 2021
30	Appendix A – CTC at Southridge Mall added.	December 2021
31	Security Roles Updated to Current Standard	April 2023
32	Table of Contents Updated	April 2023

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INTRODUCTION

Purpose

The purpose of this Emergency Response Plan (ERP) is to:

- Alert the hospital community of a hazard due to the presence of an uncontrolled hazardous substance released into the hospital facilities or the natural environment.
- Provide a procedure for safe and systematic response in the event of a hazardous substance spill and/or release.
- Prioritize the safety of and mitigate direct risks to patients, visitors, staff and spill responders working at the site.

Definitions:

HSN:	Health Sciences North (including the NBRHC location on Kirkwood Drive)
RLHC:	Ramsey Lake Health Centre - Refers to all buildings on the campus including the North East Cancer Centre, Daffodil Terrace Lodge, Former Children's Treatment Centre and NEO Kids.
CTC:	Children's Treatment Center
SOC:	Sudbury Outpatient Centre
Kirkwood Place:	All buildings on the campus including the main building, cottages 1, 2, 3 and the Ruth MacMillan Centre (RMC).
NBRHC:	North Bay Regional Health Centre
Staff:	All Health Sciences North and tenant management, staff, physicians, contractors, volunteers, learners and students.
Accident:	An undesired and unplanned event that results in harm to persons, property or the environment. (CSA Z1600-17)
Dangerous/ Hazardous Substance:	Substances released in quantities that may harm persons, property or the environment. (CSA Z1600-17) (Also called Hazardous Material)
HAZMAT:	Abbreviation for 'hazardous material' also called dangerous/hazardous substance
Radioactive Material:	Any material that emits one or more types of ionizing radiation, such as alpha or beta particles, neutrons or gamma rays. This includes radioactive materials in use and stored at the Northeast Cancer Centre (NECC) include radioactive sources used in brachytherapy treatments and calibration check sources.
Evacuation:	An emergency response procedure for the movement of people, animals, and/or

materials from hazardous or potentially hazardous areas to a safe place. (CSA Z1600-17)

Global Harmonized

System (GHS): Developed by the United Nations with the goal of having the same set of rules for classifying hazards, and the same format and content for labels and safety data sheets (SDS) adopted and used around the world. (Adapted from CCOHS.ca)

Hazard: A situation with a potential for harm to persons, property or the environment. (CSA Z1600-17)

Hot Wash: An immediate process debriefing session following an exercise/incident, to review code response and procedure, while events are still fresh in everyone's mind. (Adapted from Emergency Management Ontario definition)

Cold Wash: A post exercise/event meeting that is held after a period of time. Opportunity to provide further feedback that may have been missed in the hot wash. This also can include an emotional debriefing or Critical Incident Stress Debriefing (CISD) session to address psychological impacts and issues as a result of the incident. (Adapted from Emergency Management Ontario definition)

Safety Data Sheets (SDS):

Summary documents that provide information about the hazards of a product and advice about safety precautions. SDS's tell users what the hazards of the product are, how to use the product safely, what to expect if the recommendations are not followed, how to recognize symptoms of exposure, and what to do if emergencies occur. (Adapted from CCOHS.ca)

Localized (In-facility) Response:

Area response will be carried out by those staff working in the Area/Unit/Department of the spill site that have been designated by Area/Unit/Department Manager/designate and have been trained and equipped with the appropriate spill kit in accordance with this procedure.

External Response:

Following localized response, if it is identified by the Incident Commander (local) that the situation:

- Cannot be safely handled by or is beyond the capacity of trained responders due to volume, chemical nature (including unknown substance) or location of spill.
- Presents a significant uncontrolled or uncontrollable health hazard.
- Will or may create a serious adverse environmental effect or condition in the natural environment.
- Requires personal protective equipment and/or special clean up protocols or equipment unavailable (vacuum trucks, pressure washers, self-contained breathing apparatus {SCBA}, full encapsulation chemical suits, etc.).

The Incident Commander (Local) will activate a Code Brown.

The Code Brown Incident Commander will initiate contact with:

- **External Spill Response Contractor.**
- **Greater Sudbury Fire Service (GSFS) in the event of a Flammable Combustible liquid(s) or any Gas/Vapor release.**

Zone Delineation:

Refers to an administrative control that is used to ensure that Code Brown Responders as well as all personnel are protected from chemical hazards by limiting access to the spill site as follows:

- **“Hot (Red) Zone”** Area directly around the site of the spill for which only properly PPE attired spill response members are permitted.
- **“Warm (Yellow) Zone”** or decontamination area may be established as required to facilitate removal of contaminated clothing and PPE.

Note: An appropriate decontamination area must be set up prior to the entry of any person into the hot zone where that person may come into contact with hazardous materials.

- **“Cold (Blue) Zone”** is the safe area from which the spill clean-up is supported. All personnel not required for spill response are excluded from this area.
- **“General Access Zone (Green)”** the area that all other non-spill response personnel may freely and safely access. The perimeter of this zone will be under the direct control of Security.

Responders:	Persons identified in an Emergency Response Plan (ERP) as being responsible for minimizing the risk, loss and damage resulting from an emergency. These persons may be employees of an organization directly affected by the emergency or be external to the organization. (CSA Z1600-17)
Competent Person [staff]:	Means a person who is qualified because of knowledge, training and experience to organize the work and its performance. (OHSA)
Perimeter:	A boundary surrounding the site of an emergency, established at the scene by the Incident Commander for safety reasons, to prevent unauthorized access to the site and, in some cases, to preserve evidence for investigation and follow-up. (CSA Z1600-17)

The following definitions for spill size (SMALL vs LARGE) are provided as a guide (30-30 Rule) for staff to determine when to activate the local spill response and when to activate an overhead paged Code Brown. In some cases, due to the chemical nature/properties of the hazard a smaller quantity of hazardous material may still require an overhead Code Brown activation.

Small Spill: A small spill is a spill that is less than 30 litres of liquid or 30 kilograms of solid. The spilled material is of a chemical nature, size or quantity that the trained staff in the area can safely contain the spill and be quickly cleaned up by one or two individuals without evacuating adjacent space(s). Zone delineation may be required for some small spills.

(Note: This does not apply to Hazardous Drugs refer to *Safe Handling of Hazardous Drugs and Waste* policy)

Large Spill: A large spill is a spill that is greater than 30 litres of liquid or 30 kilograms of solid. The spilled material is of a size, quantity or chemical nature that trained staff in the area need EXTERNAL Spill Response assistance to safely contain the spill and facilitate remediation of the area. Evacuation will be required of adjacent spaces and establishment of zone delineation.

(NOTE: This does not apply to Hazardous Drugs refer to *Safe Handling of Hazardous Drugs and Waste* policy)

From the Ontario Environmental Protection Act:

**Adverse
Effects:**

Include:

- Impairment of the quality of the natural environment for any use that can be made of it
- Injury or damage to property or to plant or animal life
- Harm or material discomfort to any person
- An adverse effect on the health of any person
- Impairment of the safety of any person
- Rendering any property or plant or animal life unfit for human use
- Loss of enjoyment of normal use of property
- Interference with the normal conduct of business

**Natural
Environment:**

means the air, land and water or any combination or part thereof, of the Province of Ontario.

SCOPE

This plan is specifically intended for all HSN and NBRHC Kirkwood Place and the departments, tenants and buildings on that campus. It addresses the expected response and recovery actions of staff in the event of Code Brown activation.

The objectives are:

- To alert other staff members working in the building of the release of a hazardous substance.
- To provide a standard response for immediate implementation in the event of hazardous spill that poses a risk to building occupants at the site.
- To identify defined roles and responsibilities for HSN/HSNRI and NBRHC hospital site staff upon notification of a hazardous spill event.
- To identify proper management and safe clean-up of the hazardous substance to ensure all HSN hospital sites are safe.
- To minimize the potential number of injured individuals and preserve the safety of staff, clients and other building occupants.

Plan Assumptions

- All HSN departments will maintain a list of the hazardous products/chemicals used in their areas.
- Hazardous products/chemicals shall be suitably documented in the departments Hazard Assessment and Control document (HAXC).
- Staff who normally work in areas and/or handle potentially hazardous substances must be properly educated and/or trained in the proper handling and clean-up procedures for spills specific to the product involved and the area to which they are assigned.
- As part of Onboarding new Staff are educated on how to access Safety Data Sheets ('SDS') via the HUB toolbox through the MSDS Online portal.
- Any Staff responding to a hazardous material (HAZMAT) spill release will ALWAYS refer to the Safety Data Sheet (SDS) prior to attempting to clean-up the spill.
- All Staff shall complete HSN's mandatory **Workplace Hazard Material Identification System (WHMIS) SLP** and recertify every **3 years** thereafter and/or if there are updates to WHMIS.
- Staff will be trained in proper use of Personal Protective Equipment (PPE) that is to be worn to clean-up a hazardous substance spill. Staff will be shown how to safely and properly don and doff PPE to avoid contaminating themselves during PPE removal.
- Mask fit testing for PPE shall be completed every 2 years or when there is a significant change in facial appearance that would impact mask fit.
- HSN will provide mechanisms to promote building occupant safety including education programs, training and Emergency Response Plans.

- Staff will be expected to participate in education surrounding Code Brown Emergency Response Plans (ERP) and exercises.
- Staff will be expected to implement the Code Brown ERP immediately upon activation and protect patients and the public from exposure to the hazardous material released. This plan is a guidance document and decision-making at the time of an incident may vary depending upon evolving circumstances.
- All department managers will ensure their staff have access to the electronic copy of this plan (via the HSN Intranet) and will ensure a staff member is tasked with maintaining a hard copy of this plan and its associated forms, in the department's Emergency Response Plan binder.

Plan Maintenance, Revision and Testing

This plan will be reviewed on an annual basis by HSN Emergency Preparedness and Security Department.

Modification to this plan will be submitted for review to HSN's Joint Health and Safety Committee and approval to the appropriate Emergency Planning committees of HSN.

Approved revisions to this plan will be posted on the HSN Intranet.

ALL STAFF RESPONSE INFORMATION

All Staff Response Poster

CODE BROWN

Report any unintentional/accidental spill or release
Here is what you need to know:

1 Activate a Code Brown

- Know the activation process for your site
- Use your voice to call for help
- Using hospital phone, **dial 5555** and provide:
 - Location, Type of Spill, chemical agent, approximate volume or size, medical assistance needed, name of contact person
 - If the spill is beyond capacity of responders or involves an unknown substance activate Code Brown

2 Know the Types of Spills

Know the 30/30 Rule



Small Spills
(<30 L or 30 KG)



Large Spills
(>30 L or 30 KG)

Note: the 30/30 rule is a guide only. Some chemicals in small quantities can be very dangerous and will require An overhead Code Brown Activation

In the event of gas/vapor (inc. Natural Gas) release; activate Code Brown and Code Red (via pull station)

3 Know Your Role and the Roles of the Responders

Incident Command (local) – First competent person in the area that directs the response.

Incident Command (large & Exterior) – Senior Management on Call assumes Incident Command Role

Scene Coordinator (large & Exterior) – Security assumes role; supports Incident Command (eyes on the ground).

Remember S.P.I.L.L.S

SIZE – UP spill and ensure SAFETY

PREVENT spread of fumes by closing door. Post signage

INITIATE response

LOCATE – Safety data Sheet

LOCATE – PPE/spill Kit

SUMMON – response Personnel & EVS for post Clean-up

If the code is your area, evacuate to a safe pooling area.

4 Staff-Follow directions

- Incident Commander leads the code.
- Follow their directions.

5 Code is not in your area

- Do not attend to impacted area
- Do not pool, Continue with your work
- Listen for further direction

6 Find the Response Plan and SDS information on the Hub

Find the Response Plan on  for more information.

SDS can be accessed using the TOOLBOX app or department hardcopy.

Now you know your role in a Code Brown.

Activation Phase

Initiating a Code Brown Emergency Response –Response Action Sheet

Localized Response:

SMALL SPILL

1. In the event of a SMALL spill a localized response will be initiated. No overhead page will occur if the local response is sufficient. If local response is not sufficient or spill involves an unknown substance call 5555 and activate a Code Brown.
2. Staff should alert other staff in the area that a spill has occurred and direct affected individuals out of the area.
3. Once the clean-up is safely completed and the impacted space remediated staff can return to the area.
4. All Staff are responsible to:
 - Ensure that their own personal safety and the safety of others is protected.
 - If unsure of their own personal safety, seek advice from other competent workers, the supervisor or the department manager. If additional assistance required contact Occupational Health and Safety.
 - Be aware of the types of hazardous chemicals or substances in their work areas.
 - Know the location of the spill kit(s) in their area.
 - Know how to access Safety Data Sheets ('SDS') from the HUB toolbox via *MSDS Online*.
 - Be familiar with the location and capabilities / limitation of PPE available in the department.
 - Be familiar with the location of the spill kit and the capabilities of equipment and components of the spill kit.
 - Know the exceptions to the "SMALL spill" definition, as well as know which spills can be treated with a local response and which spills will require an overhead Code Brown activation.
 - Initiate **5555** call to activate "**CODE BROWN**" should additional assistance to clean up the spill be required.

External Contractor Activation:

LARGE SPILL/UNKNOWN SUBSTANCE

1. In the event of a LARGE or UNKNOWN SUBSTANCE spill, in which the localized response is unable to safely manage the spill, a Code Brown activation will be initiated by calling **5555** and providing the following information:
 - Location (building, floor, room, and location in room)
 - Type of spill (liquid or gas)
 - Chemical agent(s) involved (if known) or indicate "Substance unknown"

- Approximate volume or size of spill
- Whether medical assistance has been provided or is required
- Name of contact person in charge and contact phone number (in the cold {blue -safe} zone)

2. Upon notification, Switchboard staff will activate overhead paging system upon receiving above information and announce:

- **Code Brown – building/tower, level/floor, department/unit/area, room number/specific location (if known) x3**

Switchboard staff will also contact Security staff via portable radio to ensure they are aware of Code Brown activation.

3. Senior Management on Call will assume Incident Command.
4. Upon hearing the overhead page, members of Security will respond to the area. Security will assume Scene Coordinator role and will contact the Incident Commander to indicate that external response is required.

Note: In the event of a gas/vapor release (including natural gas) staff are to leave the area immediately closing doors behind them as they exit area. Pull the nearest fire pull station and once in safe location call 5555. Switchboard will announce a Code Brown and a Code Red for the location.

Note: In the event of Hazardous drug spill refer to the policy “*Safe Handling of Hazardous Drugs and Waste*” and “*Transporting, Handling and Disposal of Hazardous Drugs*”. In the event of a large Hazardous Drug Spill a Code Brown is to be activated by calling 5555.

Note: In the event of a stuck or lost radioactive source call 5555 and activate a Code Brown. For additional response expectations and remediation processes refer to

- HDR_In case of Emergency Call List
- HDR_FlexitronUnitEmergProc_brief_v1.1

EXTERIOR SPILL

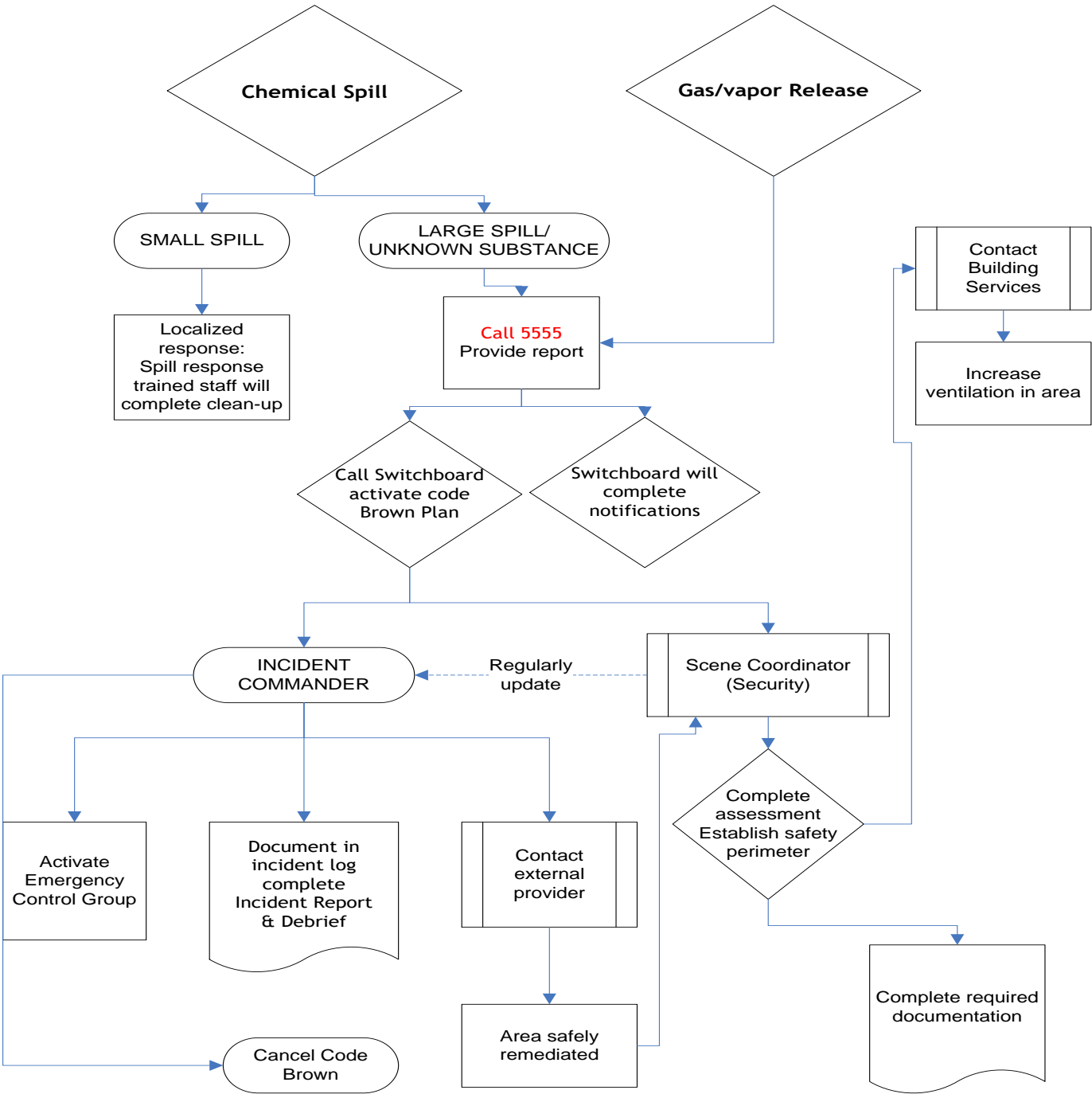
1. In the event of a spill on Hospital property/grounds (outside), a Code Brown EXTERIOR activation will be initiated by calling **5555** and providing the following information:
 - Location (parking lot, front entrance, loading dock etc.)
 - Type of spill (liquid or gas)
 - Chemical substance(s) involved (if known) or indicate “Substance unknown”
 - Approximate volume or size of spill
 - Whether medical assistance has been provided or is required
2. Upon notification, Switchboard staff will activate overhead paging system upon receiving above information and announce:

➤ **Code Brown EXTERIOR – location x3**

Switchboard staff will also contact Security and Building Services (Monday to Friday 0800-1600) staff via portable radio to ensure they are aware of Code Brown EXTERIOR activation.

3. Senior Management on Call will assume Incident Command.

Initiating Code Brown – Algorithm



CODE BROWN ACTIVE PHASE

All Staff Code Brown Active Emergency Response - Response Action Sheet

Mission: To ensure the health, safety and welfare of all building occupants during a Code Brown hazardous spill/release event.

Operational Phase:

Code Brown IN YOUR AREA:

1. For localized SMALL spill:

- **First competent person on scene will act as Incident Command**
- **Remember S.P.I.L.L.S.:**
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **PREVENT** spread of fumes by closing doors, **POST 'do not enter' warning signage**, if safe to do so (refer to [appendix C](#))
 - i. **INITIATE response** (self or designate): ensure individuals in the work area are aware a spill has occurred. If additional help required call 5555
 - l. **LOCATE** Safety Data Sheet (SDS)
 - l. **LOCATE** appropriate Personal Protective Equipment (PPE)/spill kit
 - s. **SUMMON** area spill response personnel or additional assistance (5555) in order to ensure safe clean-up and remediation of the spill.
SUMMON Environmental Services post spill to clean area and remove remaining residue.

***Note: if spill is an unknown substance an overhead Code Brown should be activated by calling 5555**

2. Clean-up of the affected spill area will be completed by:

- Staff identified by the Department/Unit/Area Manager as being appropriately trained in spill response and equipped in accordance with this plan.
- Staff trained in spill response will be responsible for completing the clean-up and remediation of the affected area.
- Staff will use the appropriate spill kit designated for the type of spill event that has occurred.
- Staff will complete a report in the Hospital's Incident Reporting System for any localized Code Brown response in your respective area.
- The department will advise Material Management (MM) that a spill kit has been used and requires replacement. MM will manage inventory and locations of personal protective equipment, kits and consumables.

Note: In the event of a gas/vapor release staff are to leave the area immediately closing doors behind them as they exit area. Pull nearest fire pull station and once in safe location call 5555. Switchboard will announce a Code Brown and a Code Red

for the location.

Note:

Natural gas does not have an odor, so a chemical that smells like rotten eggs is added to the gas. This chemical allows us to smell natural gas at levels well below explosive levels.

If a natural gas smell is noticed outside: Call 7038 to advise of the situation. Provide your name and contact information and as much information as possible.

If a natural gas smell is noticed inside: In the event of a Natural Gas release staff are to leave the area immediately closing doors behind them as they exit area. Pull nearest fire pull station and once in safe location call 5555. Switchboard will announce a Code Brown and a Code Red for the location.

Note: In the event of a stuck or lost radioactive source. Remove patient from the space to a safe location. Close door upon exiting and prevent re-entry until trained responders arrive. From a safe location call 5555 to activate Code Brown. Switchboard will announce a Code Brown for the location.

3. For LARGE/UNKNOWN SUBSTANCE Spills:

Follow SPILLS:

- s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the area
- p. **PREVENT** spread of fumes by closing doors. **POST** 'do not enter' warning signage, if safe to do so (refer to [appendix C](#))
- i. **INITIATE response** (self or designate): activate overhead Code Brown page by calling 5555
- l. **LOCATE** safe emergency pool location
- l. **LOCATE** emergency pool leader binder
- s. **SUMMON** external contractor (coordinated through the Incident Commander) to facilitate spill clean-up. **SUMMON** Environmental Services post spill to complete cleaning of area and remove remaining residue

4. Upon hearing a Code Brown Staff in the affected area ONLY will proceed to their emergency pool location or alternate pool location (if spill is in the vicinity of primary pooling location).

5. Emergency Pool Leader Role assigned:

- If there is a designated charge person, that person will be the emergency pool leader.
- If there isn't a designated charge person the first person to the emergency pool area will assume the leader role.

6. Switch to IC POST radio channel (if radio available)

7. The Emergency Pool Leader will:

- Refer to Emergency Pool binder and flip to Code Brown Tab

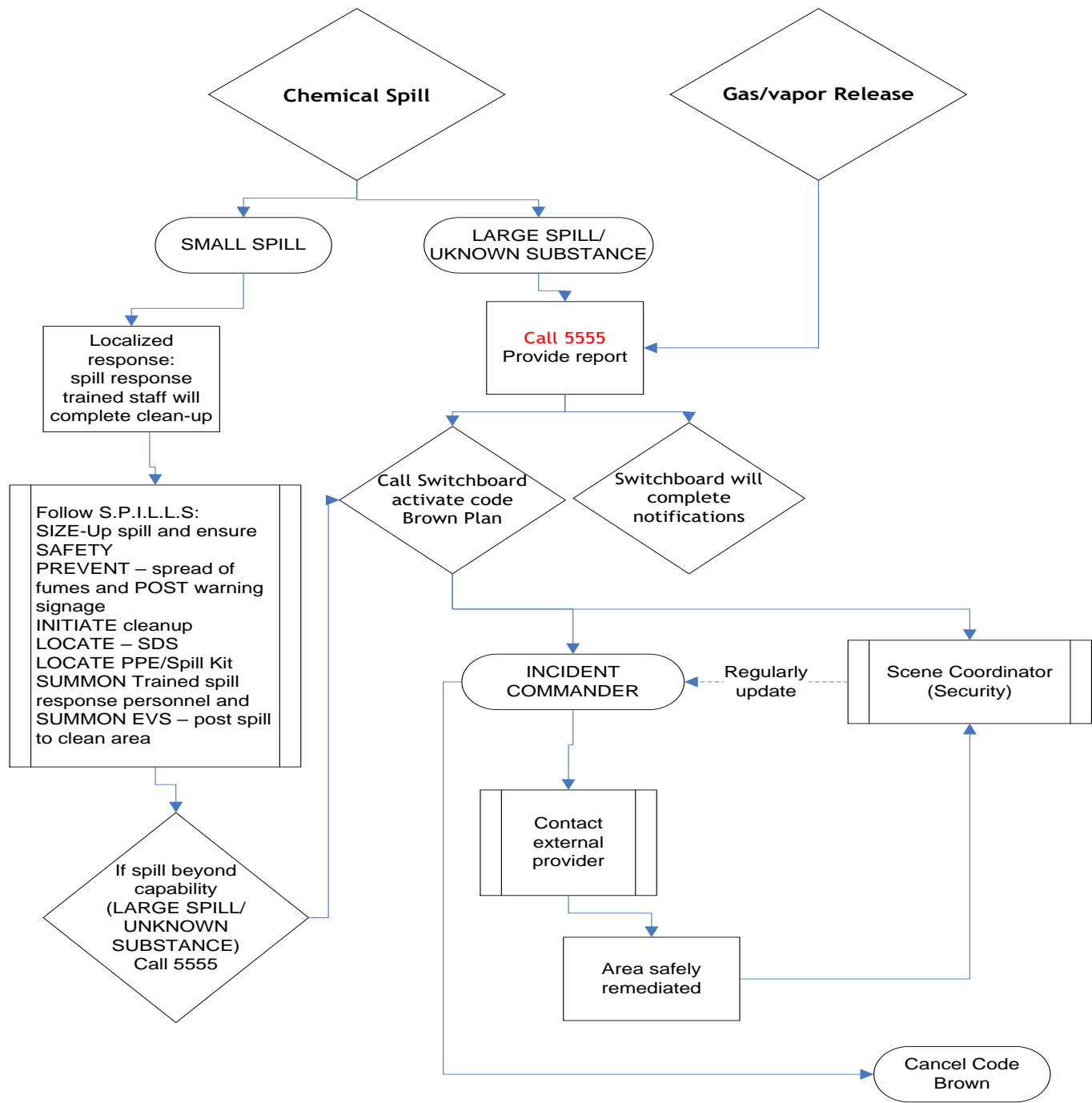
➤ Complete Emergency Pool roster sheet

8. **Await further instructions** from Scene Coordinator/Incident Commander.

Code Brown NOT in your area:

1. Continue with routine operations, unless provided direction by Incident Commander.
2. Remain attentive to overhead announcement in the event of change conditions.

All Staff Code Brown - Algorithm



Code Brown Incident Commander – Response Action Sheet

Mission:

SMALL spill (in-facility) – Localized Incident Command.

- First Competent person on scene will assume command
- To ensure staff not involved in the spill clean-up have been safely evacuated from area.
- To acquire Safety Data Sheet and review with 'trained spill response' staff prior to initiating clean-up procedures.
- To provide leadership and direct response activities of 'trained spill response' staff in completing the spill/release of hazardous material/substance clean-up.
- To ensure staff have donned the appropriate and required PPE prior to commence clean-up and doff the PPE safely once clean-up complete.

EXTERIOR spill and LARGE/UNKNOWN SUBSTANCE spill – **CODE BROWN** Incident Commander

To provide leadership and direct response activities in order to contain, isolate and facilitate clean-up of the spill location. In the event of a LARGE/UNKNOWN SUBSTANCE spill, will authorize activation of external contractor's response (**KRT 1-800-906-6669**), receive updates on contractor progress via the Scene Coordinator and communicate information to Senior Leadership.

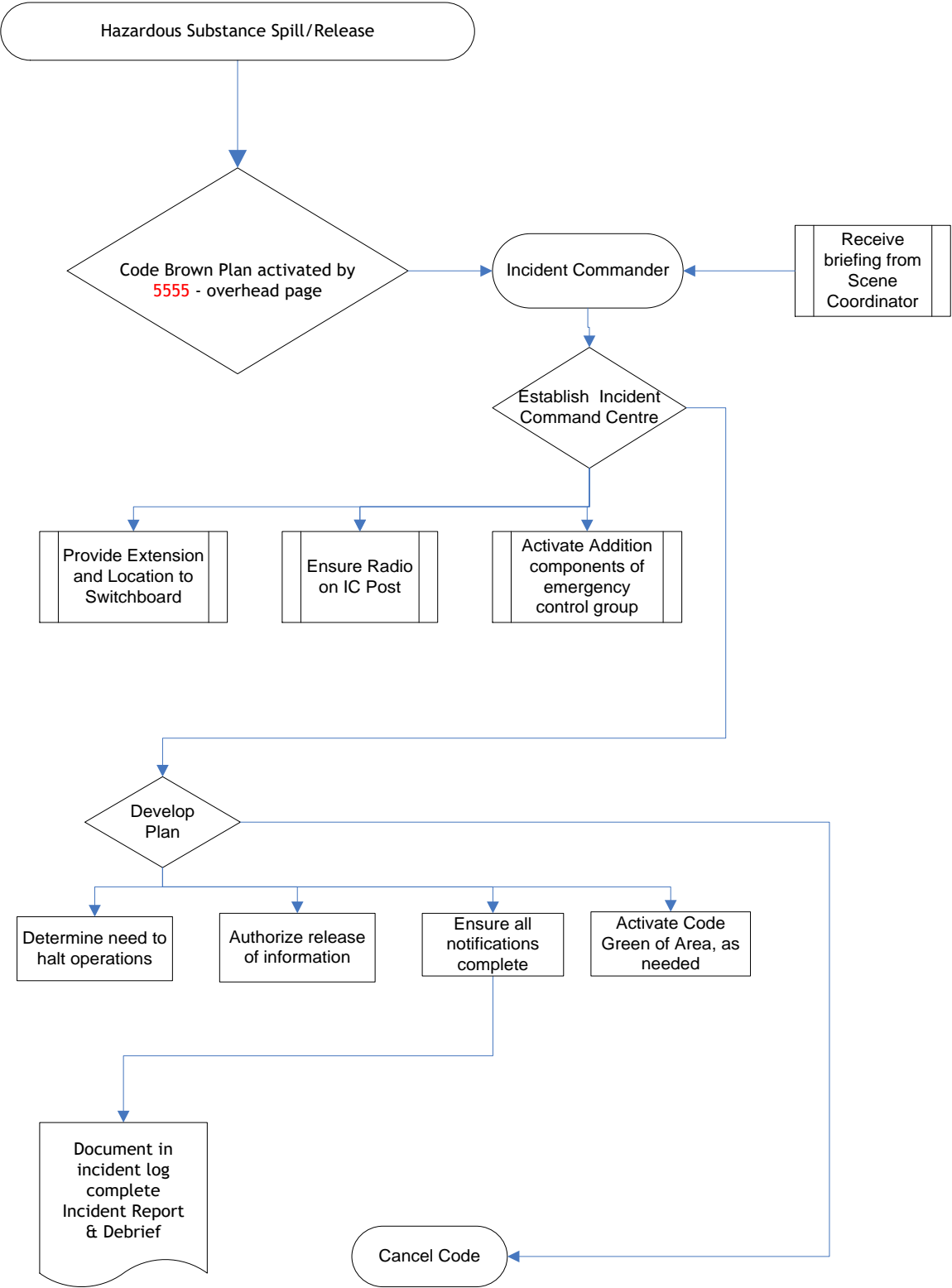
Large Spill/UNKNOWN SUBSTANCE Operational Period

1. **Attend to Incident Command Centre** and inform switchboard of location and telephone extension. **Commence Incident Command log**; ensure appropriate documentation is being recorded contemporaneously in the incident command log.
2. **Ensure Radio is set to site IC Post Channel**
3. **Receive Situational Report (SIT-REP) from Scene Coordinator** review all information gathered as it pertains to the situation. Authorize notification to external spill response company (**KRT 1-800-906-6669**).
4. **Activate additional components of Emergency Control Group as needed (refer to [HSN Disaster Management Plan](#))**
5. **In the event of a gas/vapor release, ensure both Code Brown & Code Red activation have occurred.**
6. **Determine need to halt clinical services and organizational operations in the affected area and adjacent areas. (only for LARGE Spills)**
7. **Determine need to activate Code Green (Evacuation) of area and direct switchboard to announce Code Green via P.A. (only for LARGE Spills)**
8. **Authorize any release of information to staff, external agencies, family, traditional media or social media posts.**
9. **Ensure all relevant notification(s) are completed.**
10. **Complete all documentation following response Hospital Incident Report – CRMS – for patient/clients and non-patient/clients, HSN Initial Incident Log and the Employee or**

**Supervisor Report of Occupational Hazard/incident/Accident- for staff injuries in MyHSN
> MyEmployee Services)**

11. Cancel Code Brown when situation resolved and it is safe to do so.

Code Brown Incident Commander – Response Action Sheet



Switchboard – Response Action Sheet

Mission: To ensure safety through accurate and timely announcement of Code Brown situation.

Operational Period

1. **Receive notification** of a hazardous substance spill or release via **'5555'**
2. **Activate the overhead Code Brown announcement:**
 - **Code Brown – building/tower, floor/level, department/unit/area, room number/specific location (if known) x3**
 - OR**
 - **Code Brown – location x3**

NOTE: In the event of a release involving vapors/gases (including Natural Gas) announce "Code Red" as per Code Red ERP. Ensure both a Code Brown and a Code Red shall be announced for the location.

3. **Contact Security for LARGE/UNKNOWN SUBSTANCE spills and EXTERIOR spills via portable radio** to ensure they are aware of Code Brown status.
4. **Contact Building Services (Monday to Friday 0800-1600) for EXTERIOR spills ONLY via portable radio** to ensure they are aware of Code Brown - EXTERIOR status.
5. **Contact Senior Management on Call (Code Brown Incident Commander)** and maintain continuous communication.
6. **Periodically re-page "Code Brown still in effect" x3 for duration of code. If Code Red activated (gas/vapor release) periodically re-page "Code Red still in effect" x3.**

Security – Response Action Sheet

Mission: To respond to **LARGE/UNKNOWN SUBSTANCE** spills and **EXTERNAL** spills.
To function as Scene Coordinator.
To establish and monitor General Access Zone and ensure anyone not involved in spill response does not access/enter spill response delineation zones (cold, warm or hot zone).

Operational Period

1. **Switch to IC post radio channel**
2. **Receive instructions** from Scene Coordinator/Code Brown Incident Commander.
3. **Establish General Access Zone and ensure access to scene/subsequent delineation zones is only granted to authorized individuals.**
4. **For localized EXTERIOR spill:**
 - **Remember S.P.I.L.L.S.:**
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the area
 - p. **PREVENT** access to area by cordoning off area/establishing general access zone. **POST** 'do not enter' **warning signage**, if safe to do so (refer to [appendix C](#))
 - i. **INITIATE** response: Building Services and Security to evaluate scene and determine remediation plan in consultation with Incident Command.
 - l. **LOCATE** Safety Data Sheet (SDS) to understand appropriate safety perimeter
 - l. **LOCATE** equipment to create barriers to prevent access (pylons, caution tape etc.)
 - s. **SUMMON** contact Incident Commander to approve activating external spill response contractor if spill is **LARGE**.

5. Security At RLHC/HSNRI Will

➤ **RLHC Security Team Lead will:**

EXTERIOR spill or Large Spill	Recovery
<ul style="list-style-type: none"> - Attend to Scene location and assume Scene Coordinator role - Establish General Access Zone perimeter and cordon off area and post warning signage (if safe to do so) - Prevent entry of staff into area. (COLD, WARM and HOT zones) - For EXTERNAL spills attend to scene and in conjunction with Building Services and Incident Command develop remediation plan 	<ul style="list-style-type: none"> - Complete all required documentation - Coordinate guard participation in HSN lead debriefing sessions - Contact and inform employer of the situation

<ul style="list-style-type: none"> - For LARGE/UNKNOWN SUBSTANCE spills function as liaison between spill response contractor and Incident Command - For SOC, KW, HSNRI provide support as needed - After hours, in a Code Brown assume Incident Command until Senior Management On-Call assumes command 	
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➤ Control Guard Zone 1 will:

<u>EXTERIOR spill or Large Spill</u>
<ul style="list-style-type: none"> - Continue with routine operations - Await further direction from Security Team Lead

➤ Patrol Guard Zone 2 will:

<u>EXTERIOR spill or Large Spill</u>
<ul style="list-style-type: none"> - Attend to scene and assist Security Team Lead with establishment of general access zone - For EXTERNAL Spills respond to scene and assist to cordon off the area as directed by Security Team Lead - If spill in ED, PIC/AIP or NECC/Lodge continue with routine operations - Await further direction from Security Team Lead

➤ Emergency Department Guard Zone 3 will:

<u>EXTERIOR spill or Large Spill Moderate Spill</u>
<ul style="list-style-type: none"> - Continue with routine operations - If Spill in ED, attend to scene and assist Security Team Lead with establishment of General Access Zone - Await further direction from Security Team Lead

➤ PIC/AIP Guard Zone 4 will:

<u>EXTERIOR spill or Large Spill</u>
<ul style="list-style-type: none"> - Continue with routine operations - If Spill in PIC/AIP attend to scene and assist Security Team Lead with establishment of general access zone. - Await further direction from Security Team Lead/Incident Command.

➤ Patrol Guard North Zone 5 will (0700-1900):

<u>EXTERIOR spill or Large Spill</u>
<ul style="list-style-type: none"> - Continue with routine operations - If Spill in NECC/LODGE, Attend to scene and assist Security Team Lead with establishment of General Access Zone - Await further direction from Security Team Lead/Incident Command

6. Security at SOC Will:

➤ Main Guard(s) will:

<u>EXTERIOR spill or Large Spill</u>
<ul style="list-style-type: none"> - Attend to Scene location and assume Scene Coordinator role.

- | |
|---|
| <ul style="list-style-type: none"> - Establish General Access Zone perimeter and cordon off area. - Prevent entry of staff into COLD, WARM and HOT zones. - Notify RLHC Security Team Lead of Code when safe to do so. |
|---|

7. Security at Kirkwood Place Will:

➤ Main Guard will:

<u>EXTERIOR spill or Large Spill</u>
<ul style="list-style-type: none"> - Attend to Scene location and assume Scene Coordinator role. - Establish General Access Zone perimeter and cordon off area. - Prevent entry of staff into COLD, WARM and HOT zones. - Notify RLHC Security Team Lead of Code when safe to do so.

➤ Unit Guard (if available) will:

<u>EXTERIOR spill or Large Spill</u>
<ul style="list-style-type: none"> - Continue with routine operations - If Spill on 5th floor attend to scene and assist RLHC Security Team Lead with establishment of General Access Zone. - Await further direction from RLHC Security Team Lead/Incident Command.

Building Services Staff – Response Action Sheet

Mission: To respond to EXTERNAL spill to assist Security in maintaining perimeter around Code Brown- EXTERNAL site (Monday to Friday 0800-1600).

To adjust ventilation in the event of vapor/gas release, using the Building Automation System, in order to preserve the internal Hospital environmental air quality. ([Refer to Code Grey – External Air Exclusion/Air Quality Impacted](#))

To notify any and all contractors in the area of the Code Brown; to ensure those contractors in the immediate vicinity are made aware of the hazard and suspend work as necessary.

Operational Phase

1. **Upon receiving report from Switchboard of an EXTERNAL spill: attend to scene** and take direction from Scene Coordinator and assist with response and establishing General Access Zone.
2. **If notified by Switchboard of significant noxious odor penetration into building affected internal quality.** Complete an air quality assessment to determine if Code Grey Standby activation is required. ([refer to Code Grey – External Air Exclusion/Air Quality Impacted](#))
3. **Switch to IC Post radio channel once Code Brown is formally announced.**
4. **For localized EXTERNAL spill -:**
 - **Remember S.P.I.L.L.S. –**
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **PREVENT** access to area by cordoning off area/establishing general access zone. **POST ‘do not enter’ warning signage**, if safe to do so (refer to [appendix C](#))
 - i. **INITIATE** response: Building Services and Security to evaluate scene and determine remediation plan in consultation with Incident Command.
 - l. **LOCATE** Safety Data Sheet (SDS) to understand appropriate safety perimeter
 - l. **LOCATE** equipment to create barriers to prevent access (pylons, Caution tape etc.)
 - s. **SUMMON** contact Incident Commander to approve activating external contractor if spill is large
5. **Monday to Friday (0800-1600) attend to Scene and follow direction of scene coordinator.**
 - Ramsey Lake Health Centre (RLHC)
 - Upon notification from Switchboard or overhead page for Code Brown at **RLHC**, Building Services staff (Monday-Friday 0800-1600) will perform the following functions immediately keeping personal safety the priority;
 - Attend to scene, take direction from Scene Coordinator and assist with establishment of general access zone.

- Ensure that any contractors working within the immediate vicinity stop work are made aware of hazard and suspend work as necessary.
- In the event of a gas/vapor release attend to plant control room and use Building Automation System in order to facilitate increased ventilation in effected area when directed by Incident Commander/Fire Department.

➤ Kirkwood Place

- Upon notification from Switchboard or overhead page for Code Brown at **Kirkwood Place**, Building Services staff (Monday-Friday 0800-1600) will perform the following functions immediately keeping personal safety the priority:
 - Attend to scene, take direction from Scene Coordinator and assist with establishment of general access zone.
 - Ensure that any contractors working within the immediate vicinity stop work are made aware of hazard and suspend work as necessary.
 - In the event of a gas/vapor release attend to plant control room and use Building Automation System in to facilitate increased ventilation in effected area when directed by Incident Commander/Fire Department.

➤ Sudbury Outpatient Centre (SOC)

- Upon notification from Switchboard or overhead page for Code Brown at **SOC**, Building Services staff (Monday-Friday 0800-1600) will perform the following functions immediately keeping personal safety the priority.
 - Attend to scene, take direction from Scene Coordinator and assist with establishment of general access zone.
 - Ensure that any contractors working within the immediate vicinity stop work are made aware of hazard and suspend work as necessary.
 - In the event of a gas/vapor release attend to plant control room and use Building Automation System in to facilitate increased ventilation in effected area when directed by Incident Commander/Fire Department.

RECOVERY AND DOCUMENTATION

Roles and Responsibilities

When the “Cancel Code Brown” overhead page command is issued to Switchboard, the following is to occur.

A - Code Brown Incident Commander Obligations - Recovery

1. Following discussion and situation report (SIT-REP) from Scene Coordinator that Code Brown can be de-activated. Instruct switchboard to announce the “Cancel Code Brown” x 3.
2. Direct Scene Coordinator to deconstruct general access and zone and ensure Environmental Services is contacted to complete post spill clean.
3. Ensure documentation of incident is completed: Incident Reporting system, HSN Incident Command and Activity Log, Post Incident Action Report.
4. Ensure contaminated items impacted by spill and items/supplies used in hazardous material spill clean-up have been properly and safely disposed of.
5. Direct Building Services to complete post incident impact assessment to determine if any restoration work to the area is required.
6. Ensure appropriate notifications have been completed and updates provided as required (e.g. Managers and/or Directors, Senior Leadership, Quality & Patient Safety, Risk Management).
7. Conduct and/or arrange incident debriefing (Hot wash) with participants (patient, health care team, staff).
8. Arrange a support debriefing (cold wash)/Critical Incident Stress Debriefing (CISD) sessions as needed.

B – Scene Coordinator - Recovery

1. When directed by Incident Commander deconstruct established general access zone perimeter and remove warning signage.
2. Connect with Environmental Services to ensure post spill clean is completed.
3. Assist with completion of required documentation of incident.
4. Participate in incident debriefings.

C - Security Obligations - Recovery

1. When directed by Incident Command/Scene Coordinator deconstruct established general access zone perimeter and remove warning signage.
2. Assist with completion of required documentation of incident.
3. Participate in incident debriefings.

D – Building Services – Recovery

1. When directed by Incident Command/Scene Coordinator deconstruct established general access zone perimeter and remove warning signage.
2. Notify impacted contractors that they can resume work.
3. Return ventilation system to routine operating parameters when directed by Incident Command.
4. Complete post incident impact assessment to determine if any restoration work to the area is required, as directed by Incident Command.
5. Participate in incident debriefings.

E - Staff (in the affected area ONLY) Obligations – Recovery

1. Remain in Emergency Pool Area (or alternate pool location) until directed to return by Incident Command/Scene Coordinator.
2. Return to normal operations following “cancel Code Brown” announcement.

Documentation

The following documentation must be completed following any hazardous substance spill/release. Responsibility for completion is identified by role however all team members must contribute to the required documentation and subsequent follow up activity to identify potential preventive strategies and/or improved team response.

HSN Incident Report (electronic) as Code Brown (CRMS Reporting)	Incident Commander (Local) (SMALL Spill)
HSN Incident Report (electronic) as Code Brown (CRMS Reporting)	Scene Coordinator (LARGE Spill only)
HSN Incident Report (electronic) as Code Brown (CRMS Reporting)	Any hazardous drug spill
HSN Incident Command and Activity Logs, plans and debriefing (Emergency Preparedness Page)	Incident Commander (LARGE spill only)
Post Incident Action Report	Incident Commander (LARGE spill only)
Employee Report of Occupational Hazard Incident Accident (if applicable)	Injured Employee
Supervisor Report of Hazard Incident Accident (Occupational Health & Safety)	Manager/Supervisor

OTHER INSTRUCTION

Code Brown In-servicing and Training

In-servicing of HSN and NBRHC – Kirkwood Place staff on the Code Brown ERP will be offered routinely (published on the education calendar) at HSN and NBRHC – Kirkwood Place health centers by:

- Managers/delegates.
- Nurse clinicians/educators
- Emergency Preparedness department

Spill Response “awareness” training is available through the education portal.

Additional education material regarding emergency procedures for Code Brown is also located on the Emergency Preparedness Department webpage of the HSN intranet website.

Code Exercise



It is important for staff to understand and practice a response to any Code situation in order to effectively respond to a real event. Arrangement of mock situational exercises is the responsibility of the Emergency Preparedness Planning Committee. All mock situational exercises will follow the mock situational exercise standard work document located at the link below

[Mock Exercise Toolkit](#)

Frequency of mock exercises for each Code will be determined by the Emergency Preparedness committee taking into consideration legal/legislative requirements, best practice or identified need by the organization.

Stakeholder Review & Approval

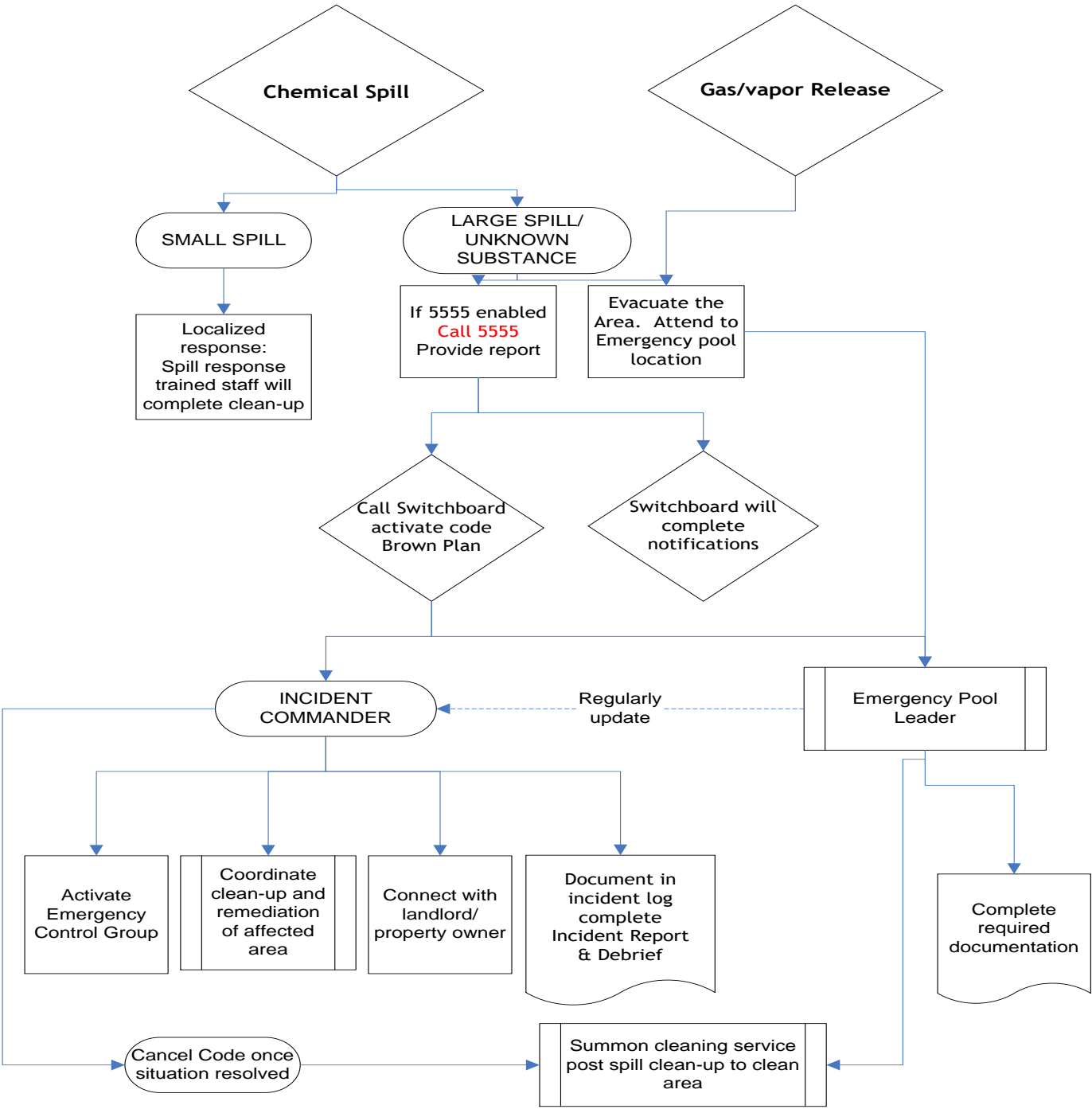
Committee/Stakeholders	Date
Emergency Planning Committee	April 2021
Building Services	April 2023
Off Site Locations	April 2021
Joint Health and Safety Committee	

Approvals:	Date
<p>Alison Robinson Manager, Emergency Preparedness and Security Services</p> 	<p>April 2023</p>
<p>Pat Tessier Director, Facilities Management</p> 	<p>April 2023</p>

Appendix A

OFF SITE LOCATION ALL STAFF RESPONSE INFORMATION

Code Brown All Staff - Algorithm



Initiating a Code Brown at Centre for Life Emergency Response – Response Action Sheet

1. In the event of a SMALL spill (local response), Centre for Life staff designated as spill responders will facilitate clean-up of the spill following the SPILLS process
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **PREVENT** spread of fumes by closing doors
 - i. **INITIATE RESPONSE** (self or designate): ensure individuals in the work area are aware a spill has occurred.
 - l. **LOCATE** Safety Data Sheet (SDS)
 - l. **LOCATE** appropriate Personal Protective Equipment (PPE)/spill kit
 - s. **SUMMON** area spill response personnel in order to ensure safe clean-up and remediation of the spill.
SUMMON Housekeeping/cleaning service post spill clean-up to clean area
2. In the event of LARGE/UNKNOWN SUBSTANCE spill evacuate the immediate area. All patients, visitors and staff proceed to designated emergency pool area outside. There are 3 main exits from the building which are clearly marked. The nearest safe exit should be taken. Staff must select the safest exit route away from the Code Brown situation.
 - Main entrance exits to Durham Street
 - 2 Rear exits to Memorial Park: 1 exit from main level, 1 exit from ground levelIdeally, all evacuated staff, clients and visitors located in the Health Sciences North (HSN) sections will proceed to the main stairwell exit which leads to Memorial Park.
3. The first staff member and/or the most senior staff member will assume the role of Emergency Pool Leader in the staff pool area (reception area) and ensure that all staff sign the Staff Pool Roster. The Emergency Pool Leader will ensure that all staff sign the Staff Pool Roster once outside in the staff pool area. The location of all staff must be verified.
4. **Emergency Pool Leader/designate will call RLHC 705-523-7100 ext. 5555 to connect with Incident Command and maintain communication with Incident Command** as needed to:
 - Coordination of clean-up and remediation of affected area
 - Connect with Landlord/property owner
 - Provide information on the circumstances in their respective departments/areas
 - Get updates and further direction
5. Return to “normal operations” following “cancel Code Brown” announcement and once clean-up of area has been completed.

Please Note:

For additional information regarding Code Brown response please refer to the HSN Code Brown ERP

Initiating a Code Brown at Cedar Street Emergency Response – Response Action Sheet

1. In the event of a SMALL spill (local response), Cedar street staff designated as spill responders will facilitate clean-up of the spill following the SPILLS process
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **PREVENT** spread of fumes by closing doors
 - i. **INITIATE RESPONSE** (self or designate): ensure individuals in the work area are aware a spill has occurred.
 - l. **LOCATE** Safety Data Sheet (SDS)
 - l. **LOCATE** appropriate Personal Protective Equipment (PPE)/spill kit
 - s. **SUMMON** area spill response personnel in order to ensure safe clean-up and remediation of the spill.
SUMMON Housekeeping/cleaning service post spill clean-up to clean area
2. In the event of LARGE/UNKNOWN SUBSTANCE spill staff will:
 - Evacuate the affected floor All patients, visitors, and staff will proceed to the nearest designated INTERNAL emergency pool.
 - Once in a safe location dial **5555** and report the concern or notification of a Code Brown event will be announced over the P.A. system by switchboard.
3. The first staff member and/or the most senior staff member will assume the role of Emergency Pool Leader in the staff pool area (reception area) and ensure that all staff signs the Staff Pool Roster. The Emergency Pool Leader will ensure that all staff signs the Staff Pool Roster once outside in the staff pool area. The location of all staff must be verified.
4. **Emergency Pool Leader/designate will connect and maintain communication with** Incident Command as needed to:
 - Coordination of clean-up and remediation of affected area
 - Connect with Landlord/property owner
 - Provide information on the circumstances in their respective departments/areas
 - Get updates and further direction
6. Return to “normal operations” following “cancel Code Brown” announcement and once clean-up of area has been completed.

Please Note:

For additional information regarding Code Brown response please refer to the HSN Code Brown ERP

Initiating a Code Brown at Centre for Pre-Hospital Care Emergency Response – Response Action Sheet

1. In the event of a SMALL spill (local response), Long Lake Road staff designated as spill responders will facilitate clean-up of the spill following the SPILLS process
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **PREVENT** spread of fumes by closing doors
 - i. **INITIATE RESPONSE** (self or designate): ensure individuals in the work area are aware a spill has occurred.
 - l. **LOCATE** Safety Data Sheet (SDS)
 - l. **LOCATE** appropriate Personal Protective Equipment (PPE)/spill kit
 - s. **SUMMON** area spill response personnel in order to safe clean-up and remediation of the spill.
SUMMON Environmental Services (Housekeeping) post spill clean-up to clean area
2. In the event of LARGE/UNKNOWN SUBSTANCE spill evacuate the immediate area. All staff and visitors proceed to designated exterior assembly point (Front parking lot). When exiting the building, use the main vestibule entrance on the west side of the building or rear entrance on the east side, depending on the ability to exit safely.
1. The first staff member and/or the most senior staff member will assume the role of Emergency Pool Leader in the assembly point area. The Emergency Pool Leader will ensure that all staff sign the Staff Pool Roster once outside at the assembly point area. The location of all staff must be verified.
4. **Emergency Pool Leader/designate will call RLHC 705-523-7100 ext. 5555 to connect with Incident Command and maintain communication with Incident Command as needed to:**
 - Coordination of clean-up and remediation of affected area
 - Contact Landlord/Property Owner
 - Provide information on the circumstances in their respective departments/areas
 - Get updates and further direction
5. Return to “normal operations” following “cancel Code Brown” announcement and once clean-up of area has been completed.

Please Note:

For additional information regarding Code Brown response please refer to the HSN Code Brown ERP

Initiating a Code Brown at a MHAP Rural Site Emergency Response – Response Action Sheet

1. In the event of a SMALL spill (local response), MHAP rural site staff designated as spill responders will facilitate clean-up of the spill following the SPILLS process
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **PREVENT** spread of fumes by closing doors
 - i. **INITIATE RESPONSE** (self or designate): ensure individuals in the work area are aware a spill has occurred.
 - l. **LOCATE** Safety Data Sheet (SDS)
 - l. **LOCATE** appropriate Personal Protective Equipment (PPE)/spill kit
 - s. **SUMMON** area spill response personnel in order to ensure safety clean-up and remediate the spill.
SUMMON Housekeeping/cleaning service post spill clean-up to clean area

2. In the event of LARGE/UNKNOWN SUBSTANCE spill evacuate the immediate area. All patients, visitors, and staff proceed to designated emergency pool area outside.

Site	Staff Pooling Instructions
Elliot Lake	Safely exit the building using the closest exit and pool at the Shoppers Drug Mart 220 Ontario Avenue if safe to do so. Spill Kit available in Elliot Lake No spill kit at satellite site in Blind River
Espanola	Safely exit the building using the closest exit and pool at the M.S.D.S.B. EMS building.
Gore Bay	Safely exit the building using the closest exit and pool at the Bank of Montreal right beside the medical building.
Manitoulin	Safely exit the building using the closest exit and pool at Elliot's restaurant. 28 Vankoughnet St E, Little Current ON P0P 1K0
Mindemoya	Safely exit the building using the closest exit and pool at Post Office is across the road.
St. Charles	Safely exit the building using the closest exit and pool at the Municipal office located across the street on King Street in St. Charles.

3. The first staff member and/or the most senior staff member will assume the role of Emergency Pool Leader in the staff pool area (reception area) and ensure that all staff sign the Staff Pool Roster. The Emergency Pool Leader will ensure that all staff sign the Staff Pool Roster once outside in the staff pool area. The location of all staff must be verified.

4. **Emergency Pool Leader/designate will call RLHC 705-523-7100 ext. 5555 to connect with Incident Command and maintain communication with Incident Command as needed to:**
 - Coordination of clean-up and remediation of affected area
 - Connect with Landlord/property owner
 - Provide information on the circumstances in their respective departments/areas

➤ Get updates and further direction

5. Return to “normal operations” following “cancel Code Brown” announcement and once clean-up of area has been completed.

Please Note:

For additional information regarding Code Brown response please refer to the HSN Code Brown ERP

Initiating a Code Brown at NESGS Emergency Response – Response Action Sheet

1. In the event of a SMALL spill (local response), NESGS staff designated as spill responders will facilitate clean-up of the spill following the SPILLS process:
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **PREVENT** spread of fumes by closing doors
 - i. **INITIATE RESPONSE** (self or designate): ensure individuals in the work area are aware a spill has occurred.
 - l. **Locate** Safety Data Sheet (SDS)
 - l. **Locate** appropriate Personal Protective Equipment (PPE)/spill kit
 - s. **Summon** area spill response personnel in order to ensure safe clean-up and remediation of the spill.
Summon Housekeeping/cleaning service post spill clean-up to clean area.
2. In the event of LARGE/UNKNOWN SUBSTANCE spill evacuate the immediate area. All patients, visitors, and staff proceed to designated emergency pool area outside. To exit building there are 2 main exits from the building; to the south through the main front door and north out the back door which exits into the alley between the buildings

Site	Instructions
Notre Dame Site	If Code Brown activated gather at external pool location in parking lot in front of building
New Liskeard Clinic	Following procedure as per Great Northern Family Health Team
Timmins Clinic	Following procedure as per Timmins Family Health Team

3. The first staff member and/or the most senior staff member will assume the role of Emergency Pool Leader in the staff pool area and ensure that all staff sign the Staff Pool Roster.
4. The first staff member and/or the most senior staff member will assume the role of Emergency Pool Leader in the staff pool area (reception area) and ensure that all staff sign the Staff Pool Roster. If it is not safe to pool in waiting room, move to external pool location.
5. **Emergency Pool Leader/designate will call RLHC 705-523-7100 ext. 5555 to connect with Incident Command and maintain communication with Incident Command as needed to:**
 - Coordination of clean-up and remediation of affected area.
 - Connect with Pioneer Manor/City of Greater Sudbury
 - Provide information on the circumstances in their respective departments/areas
 - Get updates and further direction

7. Return to “normal operations” following “cancel Code Brown” announcement and once clean-up of area has been completed.

Please Note:

For additional information regarding Code Brown response please refer to the HSN Code Brown ERP

Initiating a Code Brown at Withdrawal Management Site Emergency Response – Response Action Sheet

2. In the event of a small spill (local response), PINE STREET staff designated as spill responders will facilitate clean-up of the spill following the SPILLS process
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **Prevent** spread of fumes by closing doors
 - i. **INITIATE RESPONSE** (self or designate): ensure individuals in the work area are aware a spill has occurred.
 - l. **LOCATE** Safety Data Sheet (SDS)
 - l. **LOCATE** appropriate Personal Protective Equipment (PPE)/spill kit
 - s. **SUMMON** area spill response personnel in order to ensure safe clean-up and remediation of the spill.
Summon Housekeeping/cleaning service or Staff (depending on time of day) post spill clean-up to clean area
3. In the event of LARGE/UNKNOWN SUBSTANCE spill evacuate the immediate are. All patients, visitors, and staff proceed to designated emergency pool area outside. There are 6 exits from the building. The nearest exit should be taken
 - Front exit – admission area
 - Corridor leading to women’s bedrooms
 - Community room exit
 - 2 exits through RAAM Clinic (bring you to front of building)Proceed to designated emergency pool location (By picnic table in parking lot).
4. The first staff member and/or the most senior staff member will assume the role of Emergency Pool Leader in the staff pool area. The Emergency Pool Leader will ensure that all staff sign the Staff Pool Roster once outside in the staff pool area. The location of all staff must be verified.
5. **Emergency Pool Leader/designate will call RLHC 705-523-7100 ext. 5555 to connect with Incident Command and maintain communication with Incident Command as needed to:**
 - Coordination of clean-up and remediation of affected area.
 - Contact Landlord/Property Owner
 - Provide information on the circumstances in their respective departments/areas
 - Get updates and further direction
6. Return to “normal operations” following “cancel Code Brown” announcement and once clean-up of area has been completed.

Please Note:

For additional information regarding Code Brown response please refer to the HSN Code Brown ERP

Activation Phase

Initiating a Code Brown at Medical Imaging, NEJAC and Sudbury Vascular Clinic Emergency Response – Response Action Sheet

2. In the event of a SMALL spill (local response), REGENT staff designated as spill responders will facilitate clean-up of the spill following the SPILLS process
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **PREVENT** spread of fumes by closing doors
 - i. **INITIATE RESPONSE** (self or designate): ensure individuals in the work area are aware a spill has occurred.
 - l. **LOCATE** Safety Data Sheet (SDS)
 - l. **LOCATE** appropriate Personal Protective Equipment (PPE)/spill kit
 - s. **SUMMON** area spill response personnel in order to safe clean-up and remediation of the spill.
SUMMON Environmental Services (Housekeeping) post spill clean-up to clean area
3. In the event of LARGE/UNKNOWN SUBSTANCE spill evacuate the immediate area. All patients, visitors, and staff proceed to designated emergency pool area outside (Front parking lot or rear parking lot). When exiting the building, use the main entrance on south side of building or rear entrance on north side, depending on the ability to exit safely.
5. The first staff member and/or the most senior staff member will assume the role of Emergency Pool Leader in the staff pool area. The Emergency Pool Leader will ensure that all staff sign the Staff Pool Roster once outside in the staff pool area. The location of all staff must be verified.
6. **Emergency Pool Leader/designate will call RLHC 705-523-7100 ext. 5555 to connect with Incident Command and maintain communication with Incident Command as needed to:**
 - Coordination of clean-up and remediation of affected area
 - Contact Landlord/Property Owner
 - Provide information on the circumstances in their respective departments/areas
 - Get updates and further direction
7. Return to “normal operations” following “cancel Code Brown” announcement and once clean-up of area has been completed.

Please Note:

For additional information regarding Code Brown response please refer to the HSN Code Brown ERP

Initiating a Code Brown at Walford Road {HSNRI} Emergency Response – Response Action Sheet

1. In the event of a SMALL spill (local response), HSNRI staff designated as spill responders will facilitate clean-up of the spill following the SPILLS process
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **PREVENT** spread of fumes by closing doors
 - i. **INITIATE RESPONSE** (self or designate): ensure individuals in the work area are aware a spill has occurred.
 - l. **LOCATE** Safety Data Sheet (SDS)
 - l. **LOCATE** appropriate Personal Protective Equipment (PPE)/spill kit
 - s. **SUMMON** area spill response personnel in order to safe clean-up and remediation of the spill.
Summon Environmental Services (Housekeeping) post spill clean-up to clean area
2. In the event of LARGE/UNKNOWN SUBSTANCE spill staff will dial **RLHC 705-523-7100 ext. 5555** and report the concern or notification of a Code Brown event will be announced over the P.A. system by switchboard.
3. The affected area will be evacuated. All visitors and staff on the affected level will gather at emergency pool location:
 - Level 1 – Conference Room (room 104)
 - Level 2 – Open Office (room 221)If emergency pool impacted by spill, relocate to alternate pool location.
4. The first staff member and/or the most senior staff member will assume the role of Emergency Pool Leader in the staff pool area. The Emergency Pool Leader will ensure that all staff sign the Staff Pool Roster once at the staff pool area. The location of all staff must be verified.
5. **Emergency Pool Leader/designate will maintain communication with** Incident Command as needed to:
 - Coordination of clean-up and remediation of affected area
 - Provide information on the circumstances in their respective departments/areas
 - Get updates and further direction
8. Return to “normal operations” following “cancel Code Brown” announcement and once clean-up of area has been completed.

Please Note:

For additional information regarding Code Brown response please refer to the HSN Code Brown ERP

Initiating a Code Brown at Children's Treatment Centre (Southridge Mall) Site Emergency Response – Response Action Sheet

1. In the event of a SMALL spill (local response), CTC staff designated as spill responders will facilitate clean-up of the spill following the SPILLS process
 - s. **SIZE-UP** the spill and ensure the **SAFETY** of individuals in the Area
 - p. **PREVENT** spread of fumes by closing doors
 - i. **INITIATE RESPONSE** (self or designate): ensure individuals in the work area are aware a spill has occurred.
 - I. **LOCATE** Safety Data Sheet (SDS)
 - I. **LOCATE** appropriate Personal Protective Equipment (PPE)/spill kit
 - s. **SUMMON** area spill response personnel in order to safe clean-up and remediation of the spill.
 - SUMMON** Reliable (Housekeeping) post spill clean-up to clean area
2. In the event of LARGE spill evacuate the immediate area. All staff and visitors proceed to designated exterior assembly point (Front parking lot). When exiting the building, use the main vestibule entrance on the west side of the building or rear entrance on the east side, depending on the ability to exit safely.
1. The first staff member and/or the most senior staff member will assume the role of Emergency Pool Leader in the assembly point area. The Emergency Pool Leader will ensure that all staff sign the Staff Pool Roster once outside at the assembly point area. The location of all staff must be verified.
4. ***Emergency Pool Leader/designate will call RLHC 705-523-7100 ext. 5555 to connect with Incident Command and maintain communication with Incident Command as needed to:***
 - Coordination of clean-up and remediation of affected area.
 - Contact Landlord/Property Owner
 - Provide information on the circumstances in their respective departments/areas
 - Get updates and further direction
5. Return to “normal operations” following “cancel Code Brown” announcement and once clean-up of area has been completed.

Please Note:

For additional information regarding Code Brown response please refer to the HSN Code Brown ERP

Appendix B



**CODE BROWN
IN EFFECT
DO NOT ENTER**

Guide to Mercury Spills

Purpose

To provide guidance to staff on how to safely respond in the event of mercury spill.

HSN shall take all necessary measures and procedures to prevent exposure of a worker to the toxic effects of Mercury, a designated substance under the *Occupational Health and Safety Act (Reg. 490/09 S. 11(1))*. Wherever possible, Mercury-free equipment shall be the hospital standard.

Any HSN departments that have mercury products in their areas shall reflect this hazard on their Hazard Assessment and Control document (HAXC).

3 forms of mercury

- Elemental mercury - this silvery, shiny, volatile liquid gives off a colourless, odourless vapour at room temperature
- Inorganic mercury - compounds formed when elemental mercury combines with other elements such as sulphur, chlorine or oxygen to create compounds known as mercury salts.
- Organic mercury - compounds, such as methyl mercury, that are formed when elemental mercury combines with carbon

Health effects of mercury exposure

The health effects of mercury exposure depend on its chemical form (elemental, inorganic or organic), the route of exposure (inhalation, ingestion or absorption), and the level of exposure. There is potential carcinogenicity with mercury and mercury compounds however more data is needed to confirm a link.

- Elemental mercury – Inhalation is the primary route of exposure of this form of mercury vapours can affect the central and peripheral nervous system, digestive system, respiratory system, renal system and immune system. Exposure can be fatal due to respiratory failure.
- Inorganic mercury – Ingestion and absorption is the primary routes of exposure. Inorganic Mercury can affect the renal and gastrointestinal systems. Mercury Salts are irritating to the eyes and integumentary system (skin blistering and ulcers). Skin rashes, diaphoresis (excessive sweating), irritability, muscle twitching, weakness and hypertension (high blood pressure) are signs of elevated exposure.
- Organic mercury – Ingestion is the primary routes of exposure. Health effects include. At high exposure amounts can cause personality changes, tremors, and changes in vision, deafness, loss of muscle coordination and sensation, memory loss, intellectual impairment, and even death. This form of mercury is particularly hazardous for pregnant and breast feeding mothers (can passed through breast milk). In pregnant woman there is a risk to the fetus as mercury cross the placenta/fetal barrier and cause decrease in I.Q., delays in walking and talking, lack of coordination, blindness and seizures.

Activation and response process

1. In the event of a mercury spill staff shall immediately follow SPILLS:

- s. **SAFETY:** ensure the safety of individuals in the area by immediately evacuating the area.
 - p. **PREVENT:** access to and enclose the affected area (close doors etc).
POST: 'do not enter' warning signage (refer to appendix C)
 - i. **INITIATE:** response (self or designate) by activating an overhead Code Brown page by calling 5-5-5-5
 - l. **LOCATE:** a safe emergency pool location and remain in pool location until instructed that it is safe to return to the area
 - l. **LOCATE:** emergency pool leader binder and go to the CODE BROWN tab.
 - s. **SUMMON.** Once the overhead Code Brown is paged, Security will attend to scene and assume scene coordinator role. The scene coordinator will coordinated, through the Incident Commander, an external contractor to facilitate clean-up of the spilt mercury.
2. Upon successful remediation of the impacted area by the spill response contractor, the Scene Coordinator will contact Environmental Services to complete a cleaning of the area to remove any remaining residue.
 3. Once area has been remediated, the scene coordinator will provide a situation report (SIT-REP) indicating that the Code Brown can be de-activated. Incident Command will instruct switchboard to announce the "Cancel Code Brown" x 3.
 4. Once the Cancel Code Brown is announced staff will then be permitted to leave the staff pool and return to the area.
 5. The area where the spill occurred will complete a report about the Code Brown through completion of a CRMS report. The Scene Coordinator (Security) will complete a separate CRMS report on the Code Brown Response.

References:

Health Canada: Mercury and Human Health (<https://www.canada.ca/en/health-canada/services/healthy-living/your-health/environment/mercury-human-health.html>)

World Health Organization (WHO): Mercury and Health (<https://www.who.int/news-room/fact-sheets/detail/mercury-and-health>)

Critical Incident Stress Debriefing Guide

<p>Introductory Phase:</p> <ul style="list-style-type: none">• Establish ground rules- no blame, no judgment, establish rapport• Provide immediate emotional support• Encourage staff to speak of impact of event on them
<p>Fact Phase:</p> <ul style="list-style-type: none">• Establish facts- ask about what happened/triggering event and their behaviours during the event• Have them re-tell the story to provide an opportunity for emotional release• Ask for a brief overview of events from each person's viewpoint
<p>Thought Phase:</p> <ul style="list-style-type: none">• Ask participants about their most prominent "thoughts" when thinking about the event (discriminate a thought from a feeling)• Ask about what could have been done differently, or what would have helped in the situation• This can often include their ideas for improvement to the environment, education, team response etc.
<p>Reaction Phase:</p> <ul style="list-style-type: none">• Ask participants about their own reactions & feelings to the event• Ask "How are you feeling now"?• Assess for anger, fear, horror, guilt, anxiety, disbelief, shock
<p>Symptom Phase:</p> <ul style="list-style-type: none">• Remind participants about the normalcy of their reactions• Discuss the 4 clusters of stress reactions (emotional, behavioural, physical and cognitive)
<p>Education Phase:</p> <ul style="list-style-type: none">• Advise participants that sometimes stress reactions show up later and can impair work and home function• Promote the use of EAP for residual stress and symptom management• Promote proactive problem solving and encourage individuals to devise coping strategies specific to the situation
<p>Re-Entry Phase:</p> <ul style="list-style-type: none">• Bring debriefing to a close• Summarize what was discussed• Provide reassurance and assess for safe return to duties
<p>Follow-up Phase:</p> <ul style="list-style-type: none">• Make appropriate referrals• Follow up on any system improvements or recommendations staff has provided.