


Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Code Brown – Internal Emergency	SUBJECT: Internal Emergency	SECTION: L POLICY: 1
DATE: June 27, 2022	Administrator's Signature: 	

INTERNAL EMERGENCY

POLICY:

In the event of a minor hazardous material spill, a major hazardous material spill or hazmat incident, a carbon monoxide or natural gas leak, or a biological/chemical threat, a Code Brown will be called to alert staff, visitors, and residents and prompt an appropriate response in accordance with the Home's Code Brown Emergency Plan.

DEFINITIONS:

A minor hazardous material spill is defined as a spill of a known substance in a manageable quantity that does not cause a chemical reaction.

A major hazardous material spill or hazmat incident can be defined as:

- a known substance that cannot be contained or cleaned up
- a substance of significant quantity that poses an immediate risk to staff and residents
- the material is unknown
- a chemical reaction is present
- incident could escalate and increase level of risk

CARBON MONOXIDE

Signs that there may be a hazardous or potentially hazardous concentration of carbon monoxide detected in the air in the building:

- Stale, stuffy air
- Occupants have symptoms of CO exposure (see below)
- The pilot light on gas-fired equipment keeps going out
- A sharp odour of the smell of natural gas occurs when equipment turns on
- The burner flames and pilot light of a natural gas furnace or other equipment are mostly yellow, rather than a clear blue (note: some natural gas fireplaces are designed to have yellow flames)
- Chalky, white powder on a chimney or exhaust vent pipe or soot buildup around the exhaust vent
- Excessive moisture on walls or windows in areas where natural gas equipment is on
- CO detectors alarm

Symptoms of Carbon Monoxide (CO) Exposure:

- Headaches
- Nausea
- Dizziness
- Drowsiness or fatigue
- Burning eyes
- Confusion
- Loss of coordination

PROCEDURE:

Any person who suspects exposure to Carbon Monoxide will:

- 1) Call the fire department using 911 immediately.
- 2) Inform the Administrator immediately.

The Administrator will:

- 1) Contact the Maintenance staff to identify proper shutdown of gas to equipment.
- 2) Shut down gas to equipment if Maintenance not available. Location of main shutoff valves identified in Building Profile.
- 3) Assign staff to provide for medical attention to those who need help, paying particular attention to anyone with a respiratory ailment (i.e. asthma).
- 4) Take direction from fire department

All staff will:

- 1) Open windows to ventilate the area.
- 2) Relocate residents, staff, visitors, and volunteers from the affected area immediately.
- 3) Take direction from the Administrator.

NATURAL GAS LEAK

Any person who suspects exposure to a natural gas leak will:

- 1) Call 911 from a phone located well away from the source of the leak.
- 2) Inform the Administrator immediately.

The Administrator will:

- 1) Instruct Maintenance or designate to immediately shut off the gas at the main valve and any secondary valves if necessary.
- 2) Shut off the valves if Maintenance not available. Location of shutoff valves identified in Building Profile.
- 3) Instruct staff to relocate residents, visitors, and themselves from the affected area of the building following the fire emergency procedures.
- 4) Notify the gas company from a phone located well away from the source of the leak.
- 5) Take direction from Emergency Services personnel.

All staff will:

- 1) Not smoke or use electrical devices including cell phones.
- 2) Not turn the power on and off.
- 3) Advise visitors/volunteers to not smoke or use electrical devices including cell phones.
- 4) Take direction from the Administrator.

BIOLOGICAL/CHEMICAL THREAT

Any person who becomes aware of a chemical, biological, or radiological accident will:

- 1) Immediately ensure all persons are relocated to an area away from the release.
- 2) Call 911.
- 3) Inform the Administrator immediately.

The Administrator will:

- 1) Direct staff to evacuate as many residents from the contaminated area as possible if it can be done without become a victim.
- 2) Direct staff to evacuate everyone in the building outside if it is safe to do so.
- 3) Organize a calm evacuation as per Code Green evacuation process.
- 4) Check that building is secure.
- 5) If an evacuation outside of the building is not possible, move everyone in the building upwards to an interior room on a higher floor (many agents are heavier than air) or to an adjacent fire compartment if movement to a higher floor is not practical.
- 6) Direct staff to seal off the contaminated area: seal gaps under doorways, windows, and other building openings.
- 7) Direct maintenance staff to turn off heating, air conditioning, and ventilation systems.
- 8) Take direction from Emergency Services personnel.

All staff will:

- 1) Take direction from the Administrator.
- 2) If splashed with a chemical agent, immediately wash it off using ONLY water.

LIQUID / CHEMICAL / GAS SPILL

Any person who discovers a liquid/chemical/gas spill or leak will inform the Administrator immediately.

The Administrator will:

- 1) Keep staff, residents, volunteers, and visitors clear of the area.
- 2) Contact the Maintenance staff to investigate and together determine the appropriate actions.
- 3) If no leak or spill, complete Incident Report.
- 4) If leak/spill found:
 - a. Instruct maintenance staff to shut off liquid chemical/gas at main valve of container;
 - b. Determine the nature, extent, and cause of the spill/leak;
 - c. Instruct maintenance staff to use the Spill Kit stored in the Receiving area or in the in order to contain the leak.
- 5) If required, advise the DNPC that a Code Brown should be called. This may involve evacuation of the affected area.
- 6) If required, call 911 to get Emergency Services assistance.
- 7) Take direction from emergency services personnel.
- 8) When the situation is under control, advise Receptionist to announce "Code Brown – All Clear".
- 9) Complete Incident Report (with assistance from maintenance staff involved).
- 10) Contact environmental company to arrange proper disposal in keeping with the type of spill collected in the spill kit pail.

The Maintenance staff will:

- 1) Attend on scene of spill/leak as directed by the Administrator.
- 2) Complete directions as per step 2 of Administrator's procedures.

- 3) If required, assist Receptionist to announce code and then "All Clear" signal.
- 4) Assist emergency services as required.
- 5) Assist Administrator in completion of Incident Report.

The Communication team will:

- 1) Announce "Code Brown" and "All Clear" as directed by Administrator.
- 2) Take directions from the Administrator.

Staff in the affected area will:

- 1) Keep staff, residents, volunteers, and visitors out of the area until the situation is investigated and evaluated by the Administrator.
- 2) Take directions from the Administrator.

All staff will:

- 1) Take directions from the Administrator.
- 2) Keep out of the area.
- 3) Reassure residents, visitors, and volunteers as appropriate.

NOTE: Spill Kit contents include:

- Instructions
- 10x15x19" Sorbent Pads
- 10x3"x4' Sorbent Socks
- 1x Pair Nitrile Gloves
- 26.5x31" 3mil Disposal Bag
- 5 Gal. UN screw top pail