



EMERGENCY PREPAREDNESS PLAN

HAZARDOUS CHEMICAL SPILL PROTOCOL

“CODE BROWN”



CODE
BROWN

Hazardous Spill/Leak

1.0 Introduction

Code Brown/Hazardous Chemical Spill:

Any spill or leak of a chemical substance must be treated as a potentially hazardous material incident until the chemical can be identified.

The chemical spill can be either internal or external and include the following:

- Spill
- Contamination
- Leak
- Suspicious unknown smell
- Gas
- Vapor or discovery of an unknown substance
- Liquid or powder

2.0 **Implementation of the Code Brown/Hazardous Chemical Spill Training and Education :**

Employees using hazardous chemicals are required to be trained in safe handling, storage and disposal of all current and new products.

Code Brown safety training for all staff and volunteers is delivered at a minimum annually through an e-learning format, and every three years hands-on practice sessions and mock scenarios are to be conducted.

All newly hired staff, volunteers and students receives information pertaining to all “codes” at time of orientation and will received a badge identifying all codes.

Residents/families receive an update regarding codes at a minimum annually through Resident and Family Council meetings. Other means of providing education to residents/families include newsletters, correspondence, information boards at main entrance, and by participating in practice drills and mock scenarios.

3.0 **Code Brown/Hazardous Chemical Spill Procedure** *(see 8.0 Procedures for Designated Positions)*

Internal Spill

Upon discovering a possible chemical spill of a hazardous substance that poses an immediate risk it is imperative that staff act in a timely, effective manner that will result in a safe response and resolution.

Upon discovering a Hazardous Chemical spill:

S - Safely evacuate residents/visitors etc from the immediate area and secure area.

P- Prevent the spread of fumes by closing all doors/windows

I - Initiate appropriate spill procedure

L - Leave all electrical equipment alone. **Do not turn off or on!**

L - Locate SDS and or any information on the chemical. This may include contacting the company directly (information can be found on SDS)

- Upon discovering the spill, contact *Physical Services/maintenance* and in the event the situation is after regular business hours contact the *Emergency Control Officer/RN* supervisor immediately.
- *Physical Services or the Emergency Control Officer/RN* supervisor to investigate and determine severity of spill (see 4.0).

If Hazardous Chemical Spill determined to be of a serious nature:

- Code Brown is to be announced by the Communication Officer by paging three times, "Code Brown in Killarney", "Code Brown in Killarney", "Code Brown in Killarney".
- If the spill could or may result in harm to one or more people it is important to implement a **Code Green (evacuation)**. The code is to be announced by the Communication Officer by paging three times, "Code Green, Cedar, horizontal to Cranberry", "Code Green, Cedar, horizontal to Cranberry", "Code Green, Cedar, horizontal to Cranberry".
- Once **Code Green** has been called Communication Officer, it is to immediately call 9-1-1.
- Once **Code Brown** and or **Green** have been announced the *Emergency Brigade* to report to site immediately unless otherwise directed.
- If after hours the *Emergency Control Officer/RN* supervisor or delegate is to advise the *On Call Administrative Lead*.
- Once hazardous chemical has been identified with the SDS you can proceed with first aid and clean up if safe to do so and in accordance with directions from the appropriate local emergency response authorities (if necessary).
- In the event of an evacuation residents and staff are allowed back into the affected area only with the approval of the proper authorities.
- Critical Incident must be reported to the Ministry of Health and Long Term Care as well as the appropriate Ministry i.e.: Environment, Labour etc., in accordance to their guidelines.
- Event to be documented in the (*S_PM_Managers_Emergency Preparedness/Record of Events*).
- Post event debriefing should occur within 10 days
- Follow up Education/training as require
- Cancel the code by announcing by the communication Officer, paging three times "Code Bronw in Killarney Cancelled", "Code Bronw in Killarney Cancelled", "Code Bronw in Killarney Cancelled"

If Hazardous Chemical Spill determined not to be of a serious nature:

- If Chemical is determined through the SDS not to be of a serious nature no initiation of Code Brown is required.
- Clean up will be done in accordance with directions from the SDS.
- Post event debriefing should occur within 10 days
- Event to be documented in the *(S_PM_Managers_Emergency Preparedness/Record of Events)*.
- Follow up Education/training as required

External Spill

- Upon being notified of an external hazardous chemical spill Physical Services or the *ECO/RN Supervisor* will determine the severity. If it is determined that residents are at risk, a Code Brown is to be initiated by the Communication Officer by paging three times, "External Code Brown ensure that all external doors, windows are closed and that all exhaust fans in the kitchen and bathrooms are off", "External...etc..."
- If after hours the ECO/RN Supervisor is to contact the On Call Administrative Lead.

4.0 Criteria to determine severity of the spill

Minor Spill

- Presents little or no hazard to person or property and is small enough to be safely cleaned up by using either the emergency spill kit (if required) or other safe means and are detected by an alarming or offensive odor or a small pool of liquid on the ground.
- If it is in an open area and the vapors are being dispersed it may not be considered a significant hazard.
- If vapors are in a confined space, which can result in an explosive mixture, it is considered a significant hazard and evacuation must occur immediately.

Major Spill

- Cannot be contained safely, threatens safety to life or the environment (travels beyond the property i.e.: sewer). Major spills may be detected by a large vapor cloud or a large pool of liquid on the ground.
- Evacuation must occur and 9-1-1 called immediately.

5.0 Hazardous Chemical Spill Disposal

Pioneer Manor ensures that all waste material is properly identified and disposed of conforming to the guidelines established by the Ministry of the Environment through policies implemented. Refer to the Waste Management policy.

Once spill has been contained proceed with the following:

- Once hazardous chemical has been identified with the SDS you can proceed with first aid and clean up if safe to do so and in accordance with directions from the appropriate local emergency response authorities (if necessary) and the manufacturer's instructions.
- If it is determined that a spill kit is required reference 7.0.
 - ensure that all liquid has been mixed with the absorbent material and use a large shovel(non-sparking) to remove
- Used absorbent material should be placed in a disposal bag and then a non-combustible container and brought to the Hazardous Waste Room (located in basement) or loading dock/shipping receiving area.
- In the event that the spill is major the Physical Services manager/designate will contact an Environmental Cleaning Company to clean and dispose of material.

6.0 Chemical Spill Kit , Biohazard Clean Up Kit and Emergency Kit:

Mercury Spill Kit – Located in Photocopy room in Winter Park.

The Mercury Spill Kit is to be inspected annually by the Laundry, Housekeeping and Material Control Supervisor and replenished as necessary or after every use.

Kit contains:

- SDS information for proper use
- Hg Absorb (clear cylinder)
- Mercury Hg Absorb Sponges
- Disposable Mercury Waste Bags (2)
- Goggles
- Gloves

Biohazard Clean-up Kit – Located in Photocopy room in Winter Park

The Biohazard Clean-up Kit is to be inspected annually by the Laundry, Housekeeping and Material Control Supervisor and replenished as necessary or after every use.

Kit Contains:

- SDS information for proper use
- 1-14 oz can Asepticare Disinfectant
- 1-Plastic protective eye shield
- 1-Disposable gown
- 1-Face mask
- 2pr-Disposable latex gloves-medical grade
- 2-Biohazard disposal bags with ties

- 1-Package absorbent beads

- 1-Surface disinfectant towelette
- 1-Disposable shovel
- 1-Hand cleaning towelette
- 2-Dry towels

Emergency Kit – Located in the Photocopy room in Winter Park

The Emergency Kit is to be inspected annually by the Laundry, Housekeeping and Material Control Supervisor and replenished as necessary or after every use.

Kit Contains:

- Two way radios
- Writing materials
- First Aid Kit
- Forms
- Glow Sticks

7.0 Definitions of Specific hazardous substances and clean up procedures.

Potentially Hazardous substances:

Solid Products

- Normally do not present a major problem.
- Skin protection is required
- Use of fans and air exchange systems need to be restricted
- To reduce the spread of dust, sweeping to be performed in a non-vigorous manner.

Liquid Products

- Avoid contact with exposed skin
- Do not flush hazardous materials down drains or into the sewer
- Should be contained with absorbents which should be applied by trained staff to avoid spreading.

Gaseous Products

- Remove anyone from the affected area and call 9-1-1
- Do not inhale vapors (wear mask if necessary) and close doors to other areas
- Physical Services to shut down all air exchange systems and fans except systems that exhaust directly to the outside.
- Open doors and windows

Flammable and /or Explosive Products

- Remove everyone from the affected area
- Do not activate lighting or other electrical switches

Human Blood and Bodily Fluids

- Take all precautions to avoid contact with possibly contaminated blood or bodily fluids.
- Cross reference the [Infection Prevention and Control Program](#)

8.0 Code Brown/Hazardous Chemical Spill/ Procedures for Designated Positions

Emergency Control Officer

The Resident Care Supervisor #2 is the designated **Emergency Control Officer** (ECO). The ECO will take charge of the emergency situation and determine if the Emergency Operations Team and/or emergency services are required, e.g. fire department, police, or others as required.

Upon notification or hearing of a potential Code Brown/Hazardous Chemical Spill/ the ECO's duties include but are not limited to the following:

- Wear fluorescent vest and obtaining the ECO Report to the Administrator form on a designated clipboard.
- Report to the area immediately if safe to do so.
- Investigate and obtain SDS information.
 - SDS information can be found in the following locations:
 - CityLinks – Main page/left hand side, MSDS Library
 - SDS Binder in RN/Supervisor Office
- If after regular business hours contact the On Call Administrative Lead or delegate this responsibility to an alternate i.e.: Communication Officer
- Assess and issue a Code Green (evacuation). Announcement can be delegate to Communication Officer.
- Assessing and issuing evacuation orders by:
 - Directing the flow of evacuation
 - Delegating staff to conduct a census to ensure all residents from the evacuated area are accounted for.
 - Assessing the need for further assistance and obtaining such as required.
 - Document the incident on the ECO Report to the Administrator form and conduct a de-briefing meeting with the staff involved in the incident to evaluate the response and follow-up to the emergency. An email informing the RN's and Managers of the outcome and/or status must be sent using the user group "PM_Emergcomgroup" during and after the occurrence.

- After the situation has completely de-escalated with no remaining threat, s/he ensures the code cancellation is paged three times.

Emergency Brigade

Upon notification or hearing the PA regarding a Code Brown/Hazardous Chemical Spill, the Emergency Brigade's duties include but are not limited to the following:

- Securing their work area.
- Once **Code Brown** and or **Green** have been announced the *Emergency Brigade* to report to site immediately unless otherwise directed.
- Assisting in ensuring the affected area is safe.
- Assisting in the evacuation of the area.
- Taking directions from the Emergency Control Officer or alternate.