

St. Joseph's Care Group
Hogarth Riverview Manor
 300 Lillie Street North
 Thunder Bay, Ontario
 P7C 4Y7
 Long Term Care Facility

CODE GREY – EXTERNAL AIRBORNE SPILL / AIR EXCLUSION PLAN

CODE GREY - Is the designated code word to clearly communicate to all staff, residents and visitors that an external airborne substance must be excluded from entering the building.

The notification of an external airborne spill / need for air exclusion can come from Emergency services , Leadership , Manager or a First Responder who has reason to believe a possible threat exists and emergency measures need to be taken.

If the Air Quality Emergency is INTERNAL initiate CODE ORANGE procedures.

REGISTERED NURSE (RN) – is a trained supervisory staff member who is assigned on their work schedules to assume the responsibilities of the emergency and initiate the “**Code Grey**” after hours if building services is not on site until the arrival of Emergency services or “Code Grey all clear” is announced. The Registered Nurse working on the second floor will assume this duty unless otherwise directed by a manager.

REGISTERED

PRACTICAL NURSE (RPN) - is assigned on their daily work schedule to assume responsibility of the code grey emergency on their resident home area. If required would be responsible to direct evacuation of resident(s) to a safe zone.

RESPONSIBILITIES OF FIRST RESPONSE/PERSON FIRST MADE AWARE OF EMERGENCY

The notification of an external airborne spill / need for air exclusion can come from Emergency services , Leadership , Manager or a First Responder who has reason to believe a possible threat exists and emergency measures need to be taken immediately.

If the Air Quality Emergency is internal initiate CODE ORANGE procedures.

1. Contact Emergency Services 9-911 if not already aware of emergency.
2. Immediately notify Building Services (Monday – Friday 0800-1600 - [REDACTED] after hours emergency [REDACTED]. Building Services if not on site will not attend to the emergency however will be available for assistance by phone.
3. Notify Registered Nurse In Charge - [REDACTED]
4. Notify Manager/Delegate.

CODE GREY	HRM
EPC APPROVAL	DEC 2019

RESPONSIBILITIES OF BUILDING SERVICES

1. Follow the direction of Manager, Registered staff, Leadership or Protective Services to turn off the main inlet for exhaust fans building wide. Location Main Floor Fire panel labelled. "Code Grey."
2. Ensure the building is in lockdown. Activate the Lockdown button if not already done. Announce Code Lockdown and follow Code Lockdown procedures.
3. Follow the direction of, Manager, Registered staff, Leadership or Protective Services until the "CODE GREY ALL CLEAR" is announced. RESTORE power to the Code Grey switch.
4. Ensure proper operations of the building and security systems after the "All Clear" have been announced.
5. Attend a debriefing meeting as required.

RESPONSIBILITIES OF REGISTERED NURSE 2ND FLOOR

ANNOUNCE ATTENTION ALL STAFF "CODE GREY, CLOSE ALL WINDOWS, TURN OFF FANS- DO NOT EXIT BUILDING- three times "by pressing [REDACTED] on the telephone key pad.

1. Put on the orange safety vest and remain in a central location to be accessible.
2. Obtain portable radios, use channel #2 to liaise with all resident home areas within the building if required.
3. After hours Charge RN will turn off the main inlet for exhaust fans building wide. Location Main Floor Fire panel labelled. "Code Grey"
4. Initiate "**CODE LOCKDOWN**" procedures.
5. Notify Leadership on call @ [REDACTED] and enter the 7 digit phone number you are calling from for a call back regarding the emergency.
6. Be calm and reassuring
7. Under the direction of Leadership or Protective Services if it is known that the toxic airborne substance is heavier than air, prepare to evacuate within the building (i.e. main floor to higher levels. Implement the Code Green evacuation plan.
8. Follow direction of Command Centre

DUTIES OF REGISTERED PRACTICAL NURSES ON INPATIENT UNITS

1. Return to your work area.
2. Ensure all windows are closed and fans are turned off upon the announcement of Code Grey.

CODE GREY	HRM
EPC APPROVAL	DEC 2019

3. Put on the orange safety vest and obtain portable radios, use channel #2 to liaise with the command centre if needed.
4. Perform a roll call and assess critical care of all residents in home areas.
5. Be calm and reassuring.
6. Prepare to evacuate within the building. Await further instruction on the overhead page. Follow **Code Green** evacuation plan. Contact command centre if additional personnel is required.
7. Advise all visitors to remain in their immediate location and wait further instruction on the overhead page.
8. Remain in the company of residents until the "ALL CLEAR" has been determined by Protective Services.
9. Attend a debriefing meeting as required

RESPONSIBILITIES OF ALL PERSONAL SUPPORT STAFF & RESIDENT HOMEWORKERS

Upon hearing announcement of "Code Grey" Announcement

1. Stop all normal activities in all areas. Ensure safety of residents.
2. Report to team station and take direction from RPN wearing the orange fire vest.
3. Ensure all windows are closed and fans are turned off.
4. Attend debriefing as required

RESPONSIBILITIES OF DIETARY STAFF ON RESIDENT HOME AREAS SERVERIES

1. Follow your departmental procedures as trained.
2. Turn off equipment as required, close server doors.
3. If working on a resident home area, report to team station and follow the direction of the RPN wearing the fire vest.
4. Assist as required
5. Await further instruction on the overhead page.
6. Participate in the debriefing meeting if required.

RESPONSIBILITIES OF MANAGERS

1. Immediately return to area/department if safe to do so.
2. Direct staff to follow department procedures as trained.
3. Ensure command center has been established.
4. Ensure leadership has been notified.

CODE GREY	HRM
EPC APPROVAL	DEC 2019

RESPONSIBILITIES OF ALL EMPLOYEES

1. Return to your work area.
2. Ensure all windows are closed and fans are turned off upon the announcement of Code Grey.
3. Prepare to evacuate within the building. Await further instruction on the overhead page. Follow **Code Green** evacuation plan. Contact command centre if additional personnel is required.
4. Advise all visitors to remain in their immediate location and wait further instruction on the overhead page.
5. Staff are in the community with residents and cannot return to the affected site, report to the nearest, safest care group site and contact the command centre with the information.
6. Remain in the company of residents until the "ALL CLEAR" has been determined by Protective Services.
7. Attend a debriefing meeting as required.

RESPONSIBILITIES COMMAND CENTRE

The Command Centre is located at main entrance and can be contacted by using portable radio channel # 2 or cell phone @ [REDACTED] Command Centre will be manned by the Manager/Registered staff will oversee the emergency until the arrival of Director and/or Leadership either in person or if unsafe to attend will give direction by phone.

1. Liaise with emergency responders.
2. Notify Leadership at [REDACTED] (enter the 7 digit phone number you are calling from to receive a call back regarding the emergency).
3. Control all communication regarding the emergency.
4. Coordinate with the Communications & Engagement to respond to inquiries from the press.
5. Dispatch additional personnel as requested.
6. Notify nearby SJCG facilities (Sister Leila Greco Apartments, Sister Margaret Smith Centre)
7. Keep staff informed on the progress of the emergency situation.
8. When instructed by Emergency Responders that the emergency is over, announce (3 times): "**CODE GREY – ALL CLEAR**"
9. Document all actions and decisions taken.
10. Arrange for debrief meeting.

DUTIES OF SECURITY

1. Put on the emergency vest.
2. Follow the direction of Manager, Registered Staff, Leadership or Protective Services to assist in turning off the main inlet for exhaust fans building. Location Main Floor Fire panel labelled. "Code Grey."
3. Advise all visitors to remain in their immediate location and wait further announcement on the overhead page.

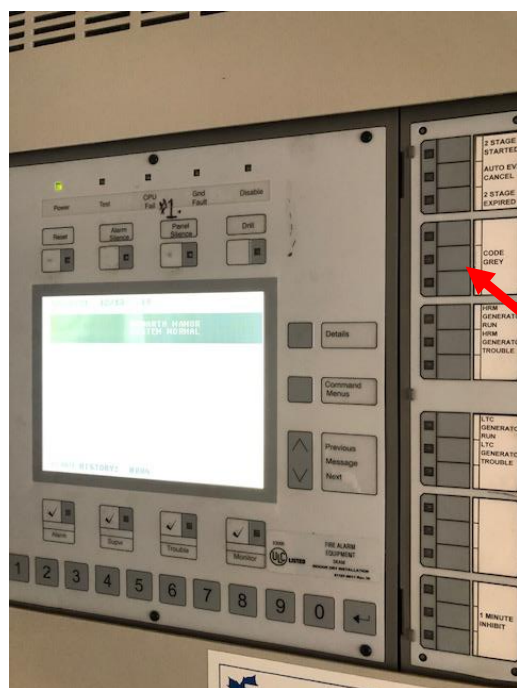
CODE GREY	HRM
EPC APPROVAL	DEC 2019

4. Follow the direction of Manager, Registered Staff, Leadership or Protective Services until the **“CODE GREY ALL CLEAR”** is announced. RESTORE power to the Code Grey switch.
5. Ensure proper operations of the building and security systems after the “All Clear” has been announced.
6. Attend a debriefing meeting as required.

BUILDING LOGISTICS

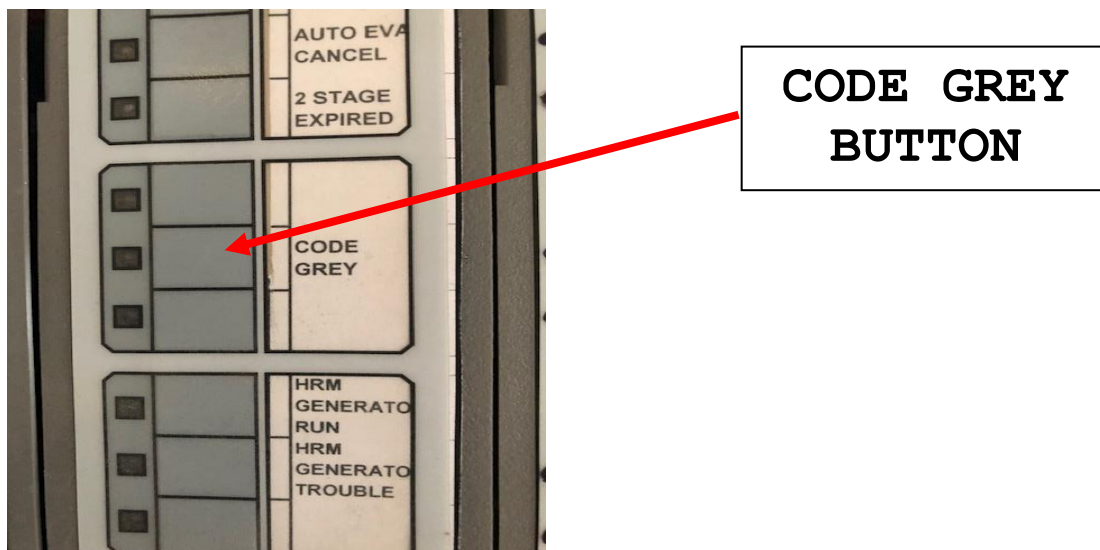
Designated Holding Area: TOWNHALL

Code Grey Button Location: Front Foyer Fire Panel



**CODE GREY
BUTTON**

CODE GREY	HRM
EPC APPROVAL	DEC 2019



COMPLETE EVACUATION: SJCG has reciprocal agreement to accept each other residents in the event one of the sites must evacuate immediately. The evacuation bag must be used to carry medications from the med carts when a complete evacuation of Hogarth Riverview Manor is warranted. (See code green procedures)

CITY WIDE DISASTER

In the event that a City Wide Disaster is declared, the Leadership team would contact or be contacted the City Disaster Planning Committee to determine which location(s) the residents of the SJCG would evacuate to.

The city of Thunder Bay has agreements with local facilities based on locale and geographical location to admit residents on temporary basis in the case of a facilities emergency.

Following a total evacuation the Leadership, Directors and Managers in consultation with the Medical Director will identify when the residents can be returned to Hogarth River Manor. Next of kin should be notified by each home area

An inspection must be made by an authorized individual(s) or emergency responders to ensure the building is deemed safe for re-occupancy of residents.

CODE GREY	HRM
EPC APPROVAL	DEC 2019