

St. Joseph's Heritage  
63 Carrie Street  
Thunder Bay, Ontario  
Long Term Care Facility

## **CODE GREY – EXTERNAL AIRBORNE TOXIC SPILL**

**CODE GREY-** is the designated code word to clearly communicate to all staff, residents and visitors that an external airborne toxic spill has occurred and that external air must be excluded from the building.

### **FIRST RESPONSE IN CODE GREY ANNOUNCEMENT:**

Warning of a toxic airborne substance will be communicated to Leadership team member by the City Protective Service (these include Emergency Measures Organisation, Fire Department or Police Department).

Leadership will initiate the code grey plan for St Joseph Heritage

### **RESPONSIBILITIES --- LEADERSHIP /ASSIGNED STAFF**

**DIRECT** the Front Desk to announce:

**ATTENTION ALL STAFF "CODE GREY, CLOSE ALL WINDOWS and DO NOT EXIT BUILDING"** three times.

- SET UP** the Command Centre to establish communication with Protective Services.
- UPON** consultation with the Protective Service, or if it is known that the toxic airborne substance is heavier than air, Ensure the manager /assigned staff is **PREPARED** to evacuate within the building (i.e. basement and main floor) to higher levels. Implement the Code Green evacuation plan.
- UNDER** the direction of Protective Services notify Building Services after hours contact Security to turn off the code grey switch (a shut off for all intake fans and air conditioners) as trained.
- FOLLOW** the direction of Protective Services to evacuate to higher level or lower level.
- ESTABLISH** telephone communication with the Protective Service to receive progress reports of the Code Grey situation.
- RESTORE** power to the Code Grey switch when directed by Protective Services
- ANNOUNCE "CODE GREY ALL CLEAR"**
- ARRANGE** and **ATTEND** a debriefing meeting with Protective Services, Manager/Assigned Staff.
- DOCUMENT** all actions taken.

### **Responsibilities – Front Desk Staff**

- Upon direction from Leadership Team or Protective Service, announce in a clear distinct voice-**ATTENTION ALL STAFF "CODE GREY, CLOSE ALL WINDOWS and DO NOT EXIT BUILDING"** three times.

- Notify the Manor House Adult Day Program by telephone or portable radio channel 2 and establish communication with a staff member of the Code Grey emergency situation.
- Upon direction from the Leadership Team or Protective Services announce **Code Grey ~ All Clear**, communicate with Manor House Adult Day Program portable radio channel 2 to notify them of the Code Grey All Clear.

### **RESPONSIBILITIES --- MANAGER /REGISTERED STAFF**

Upon notification initiate the Code Grey plan

- UNDER** the direction of Protective Services ENSURE the main inlet for exhaust fans building wide have been **TURNED OFF**
- LOCATION-** Main Floor Fire panel labeled."**Code Grey Switch.**"
- ENSURE** the building is in lockdown.
- ADVISE** all visitors to remain in their immediate location and wait further direction from a staff member.
- 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.
- FOLLOW** the direction of Leadership or Protective Services until the "CODE GREY ALL CLEAR" is announced.
- ENSURE** power has been **RESTORED** to the Code Grey switch at the main entrance fire panel.
- ENSURE** front desk **ANNOUNCED "CODE GREY ALL CLEAR"** resume your normal duties.
- ENSURE** proper operations of the building and security systems after the "All Clear" has been announced.
- ASSESS** all resident for critical care.
- Attend a** debriefing meeting as required.

### **RESPONSIBILITIES --- SECURITY**

- PUT ON** a safety vest.
- FOLLOW** the direction of Manager, /assigned staff, Leadership or Protective Services to turn off the main inlet for exhaust fans building.
- LOCATION-** Main entrance Fire Panel labeled."**Code Grey Switch**"
- ADVISE** all visitors to remain in their immediate location and wait further announcement on the overhead page.
- FOLLOW** the direction of manager, /assigned staff, Leadership or Protective Services until the "CODE GREY ALL CLEAR" is announced.
- RESTORE** power to the Code Grey switch.
- ENSURE** proper operations of the building and security systems after the "All Clear" has been announced.
- ATTEND** a debriefing meeting as required.

## **RESPONSIBILITIES --- ALL EMPLOYEES:**

- RETURN** to your work area.
- PERFORM** a roll call and assess critical care of all residents in home areas.
- ENSURE** all windows are closed and fans are turned off upon the announcement of Code Grey.
- PREPARE** to evacuate within the building. Await further instruction on the overhead page. Follow Code Green evacuation plan
- CONTACT** command centre (front desk) if additional personnel is required.
- ADVISE** all visitors to remain in their immediate location and wait further instruction on the overhead page.
- WHEN** 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. **REMAIN** in the company of residents until the "ALL CLEAR" has been determined by Protective Services and safely return to Heritage site.
- ATTEND** a debriefing meeting as required.

End of Document!

Revised: Approved by Emergency Planning Committee 2016