



CODE GREY – EXTERNAL AIR EXCLUSION

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VALUE STATEMENT

In keeping with its value of *Excellence*, the organization is committed to ensuring that procedures are in place in the event of an emergency.

OBJECTIVE

The purpose of Code Grey is to provide procedures/guidelines for responses to air contaminated from an external event.

DEFINITIONS

'Command Centre': The Command Centre's responsibilities are generally executive in nature and are designed to develop, direct, and maintain a viable organization during the disaster. The Centre also functions to keep the organization coordinated with other agencies.

- At St. Joseph's Continuing Care Centre, the Command Centre is the reception area. In the event this is inaccessible the alternative location is the HUB. Retrieve the disaster box which is located in the Therapy Kitchen beside the HUB.
- At St. Joseph's Villa, the Command Centre is the reception area. In the event this is inaccessible the alternative location is Lakeview Nursing Station.
- At Villa St Gabriel Villa, the Command Centre is the reception area. In the event this is inaccessible the alternative location is Whitson Nursing Station.

'Emergency Response Boss': is the individual in command who has the authority to activate the Emergency Preparedness plan. They may initiate evacuation of the facility in the event of an emergency, in consultation with the advice of the Community Emergency Response Coordinator/Fire Department. The 1st person to arrive at the facility assumes the role of Emergency Response Boss until another individual further up the hierarchy replaces them. The next highest person on the hierarchy assumes the role of the Scene Captain and reports to the scene of the event.

'Scene Captain': is the individual who responds to the scene and is responsible for the events at the scene. The Scene Captain will communicate with the Emergency Response Boss and take direction from the Emergency Response Boss.

'External air exclusion' is air contamination from an external event such as fire, gas leak or chemical spill. Examples of such an event include: SO₂ leak from Vale, gas leaks such as natural gas or propane, chemical spill such as chlorine, any industrial release of exhaust or bi-product of manufacturing.

POLICY

External air exclusion restricts the entry of externally contaminated air by shutting down air exchange systems including roof top ventilation systems, and ensuring all windows and exit doors remain closed. It also entails shutting down exhaust fans in the building including and bathroom exhaust fans. Shutting down the exhaust fans will reduce the risk of creating negative pressure within the building envelope

which can allow contaminated air to enter the building through gaps in window and door seals, structural gaps in the building, or ventilation chimneys or stacks.

All of these precautions will allow the patient/staff population to exist within the volume of non-affected air contained within the building.

Air exclusion will most likely be communicated through local media, emergency services, or a news release from the source of the air exclusion.

The Code Grey will be announced over the PA system under authority of the person with the highest level of authority in the building.

The following is a hierarchy as to who is in charge during an emergency for those present on site:

Hierarchy of Authority during an emergency:

- VP of Clinical Services at SJCCC or the Site Administrator at SJV/VSGV;
- DOCs at the Villas/Clinical Managers at CCC
- ADOC;
- Charge RN; and
- RPN.

The person of highest authority within the building assumes the role of Emergency Response Boss until another individual further up the hierarchy replaces them.

The next highest person on the hierarchy assumes the role of the Scene Captain and will coordinate the units, and reports to the Emergency Response Boss via 2 way radio who will be stationed at the Command Centre. The 2 way radios are located at each nursing station, as well as both the primary and secondary command centres.

Brigade Members Include:

Day Shift/Afternoon Shift

- SJCCC:
 - 2 RNs from each floor,
 - Available Social Workers and/or Chaplain,
 - Two Allied Health; and
 - Maintenance Staff.
- SJV:
 - Personal Care Assistant (#1) from Sunnyside and Lakeview,
 - One Food Service Staff – Hillcrest,
 - One Life Enrichment staff,
 - One Laundry Staff,
 - One Maintenance Staff,
 - *all of the above will be designated on the staff schedules per shift/per day.
- VSGV:
 - Day Shift / Afternoon Shift,
 - Personal Care Assistant (#1) from High Falls and White Water,
 - One Food Service Staff,
 - One Life Enrichment Staff,
 - One Laundry Staff,

- One Maintenance Staff,
- *all of the above will be designated on the staff schedules per shift/per day.

Nightshift

- All available staff.

PROCEDURE

All Supervisory staff is to keep a diary of events (which includes times and a brief synopsis of what occurred). All information is to be relayed and documented and provided to the Command Centre.

Patient/Resident Areas

Staff will be instructed to close all windows in both patient/resident and non-patient/nonresident areas. Any exit doors or stairwell doors should be checked to ensure their seal is adequate to prevent air infiltration. If they are found to have gaps, blankets or towels may be used at the thresholds.

Service Areas

Receiving area

- The receiving area should have the doors checked for integrity.

Kitchen

- The dishwasher and hood ventilation fan must be turned off. This will mean that cooking of meals and washing of dishes cannot occur.

Maintenance

- The maintenance staff must ensure that all roof top units and exhaust fans that service the building are shut down for the duration of the event. They will assist in securing windows and doors in the building which need attention due to air gaps. Automatic door operators for external doors must be disabled to avoid having the doors open automatically and for an extended period of time.

Laundry

- Dryers must be shut down during the event to keep the units from exhausting air out of the building, creating a negative pressure.

Entrance and Exit Doors

Doors must be monitored and possibly secured during the event to prevent air infiltration into the building. Automatic door operators for external doors must be disabled to avoid having the doors open automatically and for an extended period of time.

Roles of Staff in the Building

- Be available to assist. Employees may not be working in their typical roles or areas, nor will they necessarily be working for their usual supervisors.
- Determine what your responsibilities and accountability will be during the disaster.
- Keep telephone lines clear.
- Do not use elevators.
- All staff called in, or those working beyond their normal shift hours, will report hours worked to their supervisor/manager before leaving the facility (a sign in/out sheet will be provided).
- Staff to monitor patient/resident windows to ensure they are not opened at any time during the event.

- Staff are to report any foul odour that may be sensed in the building.
- Staff are to report any patient/resident, staff or building occupant who may feeling ill.
- Staff breaks may be rescheduled if need be.
- Patient/resident appointments may be rescheduled if need be.
- Contractor and supplier activity will need to be monitored to ensure the facility is not at risk of their comings and goings.

General Disaster Procedures

1. The Emergency Response Boss will make the decision to call the Code Grey. The announcement will be made by a delegated individual who will state the code three consecutive times. For the duration of the code, regular announcements will be made every hour confirming the code grey is still in effect,.
2. During regular hours all Managers/Designate will report to the Command Centre for updates/directions.
3. Brigade members are to report to the Command Centre.
4. After hours and weekends the Administrator on call will be notified and will call in Managers/Designates to assist with disaster management as needed. They will discuss launching of the fan out list.
5. All entrances will be secured.
6. Two way portable radios will be provided. If unable to reach an area, send a runner with the message. Avoid using the telephone unless your call is very urgent. Do not leave messages on voice mail during a disaster.
7. All incoming calls regarding the disaster will be directed to the Command Centre.
8. In case of a municipal emergency – i.e. loss of power etc., tune to local radio or TV stations for details and updates.
9. It is important to listen for directions over the PA system and from the person in charge of your area.

Scene Captain Responsibilities

1. Put on a fire vest and retrieve 2-way radio.
2. Report to the Emergency Response Boss and take charge of the scene until relieved by someone in a higher position of authority.
3. Ensure that 911 has been called if emergency services are required.
4. Provide an update on the situation to the Emergency Response Boss via 2-way radio.
5. Coordinate staff at the scene.
6. Depending on the time of the emergency, assign staff to monitor unlocked exterior doors.

7. Request additional personnel, from staff pool by contacting the Emergency Response Boss via 2-way radio.

Receptionist Responsibilities at SJV and VSGV

If the Command Centre area is in danger the Emergency Response Boss will have the Command Centre relocated to the Secondary Command Centre.

- Relocate the switchboard to the Secondary Command Centre.
- Direct all calls regarding the emergency to the Command Centre.
- Keep phone lines clear.

Emergency Response Boss Responsibilities

1. The Emergency Response Boss designates a recorder.
2. Recorder enters time that each task is delegated and time it is completed in the '*Code Grey Checklist*'.
3. Item numbers are assigned in the order that tasks are delegated and the same number is used on the log.

Communication Regarding Event

All media relations will be coordinated from the CEOs office. Families and Substitute Decision Makers of patients/residents will be notified by staff.

Conclusion of the Event

When the Emergency Response Boss receives confirmation that the event has concluded "Code Grey All Clear" will be announced three times over the PA system. A debrief will be provided to staff if necessary, and Maintenance staff will ensure that all systems that were previously shut down are back to their original function.

REFERENCES

Code Grey Checklist

Gatekeeper: Site Administrator, VSGV	Last Review Date: Sept 2, 2021
Next Review Date: Sept 2, 2022	Last Revision Date: June 25 2020

CODE GREY CHECKLIST

Item #	Time Start	Time End	Task
			Designates a recorder of events
			Announcement will be made over the PA system 3 times
			Initiate resident /patient listing on all floors to account for residents, visitors and staff. Notify authorities of missing persons
			Ensure that the Emergency Response Boss and Emergency Response Scene Captain are wearing safety vests and are equipped with 2-way radio to communicate with each other.
			Designate and establish a central communication area (primary or secondary command center) as follows: <ul style="list-style-type: none"> • Retrieve disaster box • Designate an individual responsible for the functions of the command center • Post 'command center' sign • Designate a runner
			Designate someone to shutdown air exchanger/exhaust fans/ roof top ventilation
			Establish initial brief meeting of key people, if time permits <ul style="list-style-type: none"> • Determine the extent of the emergency • Set initial priorities
			Staff will be instructed to close all windows in both patient/resident and non-patient/nonresident areas. Any exit doors or stairwell doors should be checked to ensure their seal is adequate to prevent air infiltration. If they are found to have gaps, blankets or towels may be used at the thresholds.
			Assign personnel as appropriate to inform families of situation by telephone and to handle telephone inquiries from families.
			Depending on the time of the emergency, assign staff to monitor unlocked exterior doors.
			Notify advisory physician and attending physicians of the situation.
			After hours and weekends the Administrator on call will be notified and will call in Managers/Designates to assist with disaster management as needed. They will discuss launching of the fan out list.