

Manual: Emergency	Approved By: Manager of Nutrition and Environmental Services	Emergency Plan: Code Brown	Plan # EMERG - I - 07
CODE BROWN ~ Gas Leak / Chemical Spill			Page 1 of 24
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Reviewed:

GOAL

The **purpose** of the Bob Rumball Home for the Deaf (BRHD) Code Brown emergency plan is to:

- Outline measures for dealing with, responding to and preparing for a **gas leak and or hazardous chemical spill** on BRHD grounds and in the workplace;ⁱ
- To protect the safety and well-being of residents, staff and others, and the environment, as much as possible, during a gas leak, or in the event of a chemical spill.
- Ensure that the Code Brown Plan is tested, evaluated, updated and reviewed with the staff of the Home, as required.

INTRODUCTION

The Code Brown Plan will be activatedⁱⁱ at **Bob Rumball Home for the Deaf (BRHD)** in the event of an uncontrollable **gas leak**, and/or a hazardous **chemical spill**.ⁱⁱⁱ

This Code Brown plan includes:

- Lead for co-ordinating the Code Brown activities, e.g., review and testing of the Plan, as required
- Consultation ~ when developing and updating the emergency plan ^{iv}
- Record Retention
- Hazards and Risks^v for Gas Leak and Chemical Spills
- Emergency supplies and equipment
- Definitions
- General Information during the Emergency
- **Activation of the Plan ~ Roles and Responsibilities**
 - **Gas Leak**
 - **Chemical Spill**
- Activities after the Emergency is declared over
- Training / Retraining
- Related Policies
- Appendices

The **Manager of Nutrition and Environmental Services (MNES)** /designate is the lead person responsible to ensure that:

- The **Code Brown Plan related to a GAS LEAK is tested annually**^{vi} including arrangements with the entities, e.g., Fire Department, Enbridge Gas, that may be involved in or provide emergency services to BRHD; and
- **the Code Brown Plan, related to a CHEMICAL SPILL is tested at least every three years**,^{vii} including arrangements with the entities, e.g., Fire Department, and as required the Royal Victoria Hospital and the Spills Action Centre (SAC), that may be involved in or provide emergency services to BRHD; and
- The **Code Brown Plan for Gas Leak / Chemical Spill is evaluated** and updated, including the updating of all emergency contact information of the entities:
 - (a) at least **annually**, and
 - (b) **within 30 days** of the **Code Brown** emergency being activated and declared over.^{viii}

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MOCK EMERGENCY TEST

If conducting a **MOCK EMERGENCY TEST**, you **must notify the appropriate emergency external entities** at least 24 hours **PRIOR** to conducting the Mock Test, e.g., **Barrie Fire Department** 705-728-3131, or current as / the Non-Emergency Service Contact numbers. The entities/entity will inquire as to the details (e.g., date, time, type of test, other external entities involved, e.g., **Police – 705-725-7025, Ambulance – 705-726-8103**, as appropriate.

CONSULTATION ^{ix}

The following will be consulted when developing or updating the Code Brown Plan – Gas Leak and Chemical Spills:

- BRHD staff, including the registered nursing staff, and managers
- The Residents’ Council (RC) and the Family Council (FC), if any, and
- The relevant external entities, as appropriate.
 - **GAS LEAK:** Depending on the type of gas leak, the external entities that may be involved in or provide emergency services could be:
 - the **Fire Department** (through 911), in the event of a fire, and
 - **Enbridge Gas**, if an uncontrollable natural gas leak, to assist with shutting off the gas, and providing repairs as needed; and
 - **Ambulance** (through 911), as appropriate, e.g., carbon monoxide poisoning, to bring affected persons to the hospital,
 - **Royal Victoria Hospital**, if any individual requires acute care, as a result of the gas leak.
 - **ProResp**, if the large oxygen tank is leaking, to remove and replace the tank
 - **Chemical Spill:** Depending on the type of chemical spill, the external entities that may be involved in or provide emergency services could be:
 - the **Fire Department** (through 911), in the event of a fire, and
 - **Royal Victoria Hospital**, if any individual requires acute care, as a result of the gas leak.

Any **changes to the Code Brown “Plan”** (for gas leak or a chemical spill) will be identified and the following notified of the changes:

- The staff, volunteers and students
- The RC and FC if any, by bringing the updates to their respective meetings
- The entities, by providing a copy of the updated emergency plan for their review and feedback.^x

RECORD RETENTION: BRHD will keep a record of the testing of the Code Brown Plan, and any other emergency plan (e.g., Code Green), that is activated in response to the emergency; of changes made to improve the plans;^{xi} consultations, and the current contact information for relevant entities that may be involved in the emergency plans.^{xii}

Location of Emergency Manual: A copy of the Code Brown Plan ~ Gas Leak and Chemical Spill is available in the BRHD’s Emergency Manual located in the front vestibule, and in each Care Centre (CC). In addition, BRHD’s emergency plans are located in the Home’s computer system on the S drive, and on the BRHD website. Physical copies of the plan are made available upon request.^{xiii}

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HAZARDS AND RISKS^{xiv}

A GAS LEAK is an uncontrolled leak of a hazardous gas, e.g., natural gas, carbon monoxide (CO), oxygen (O₂). The 3 identified gases are all colourless and odourless. In the event of any uncontrollable gas leak, it is important to report the leak so that emergency services can be notified **911**.

Enbridge 1-866-763-5427, should also be notified immediately in the event of a natural gas leak.

- **Natural Gas Leak** An additive (a distinct odour like “rotten eggs”) is added to better detect a gas leak, so that the issue is fixed as quickly as possible.^{xv} A natural gas leak presents a danger because it is flammable and can easily cause a fire.

A natural gas leak may occur at BRHD from:

 - the main gas pipe/ shut off valve, located outside on the **West side** of the building, which faces Royal Parkside Drive; just outside the exit doors from the administration/office wing (Block A);
 - the HVAC system, located on the roof, or
 - internally, e.g., the kitchen equipment (ovens, burners, steamers), commercial dryers in the laundry area, or the boilers and hot water tanks in the Maintenance area

- **Carbon Monoxide (CO) Leak** most commonly occurs from an older appliance or equipment in the Home that is not burning fuel properly. CO is poisonous and if breathed in could cause **death**. Some other symptoms include: headache, nausea, dizziness, shortness of breath, drowsiness, impaired judgment/confusion, blurred vision, and seizures. BRHD has separate **carbon monoxide detectors** to detect a CO leak, which are located in the kitchen, laundry, and near the fire panel in the Chemical Room. The CO detectors are regularly checked as part of the Home’s preventative maintenance program.

- **Oxygen (O₂)** is supplied to BRHD, in a tank under pressure. It is flammable and may leak from the large compressed oxygen cylinders or the smaller decanted cylinders and from oxygen concentrators for resident use. The O₂ tank or cylinders may explode if punctured or dropped. Handle with care. Appropriate signage is used to alert persons of the associated hazards.

A CHEMICAL SPILL

There are two types of spills ~ simple and complicated. All chemical spills at BRHD are complicated.

- **Simple chemical spills** are small, confined and present minimal hazards.
- **Complicated chemical spills** are identified as such if the spill includes one or more of the following:
 - the spill **happened in the workplace**
 - you are **unsure about how to clean this spill up**
 - the chemical is **unknown** (*For hazardous chemical products used on the BRHD site, refer to the Globally Harmonized System (GHS) binder, with Safety Data Sheets.*)
 - **multiple chemicals** may be involved
 - the material is **highly toxic, highly corrosive, flammable, or reactive**
 - the spill is in danger of **spreading to other parts of the building**, such as through the ventilation system^{xvi}

Chemical spills can **endanger the public health of individuals, or contaminate the environment**, with long-lasting effects.^{xvii}

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It is the responsibility of each supervisor to ensure that:

- all chemicals are stored safely,
- there is a Safety Data Sheet (SDS) ^{xviii} for every chemical used in the department,
- every chemical is clearly identified, especially if it has been transferred from its original container
- staff are properly trained on the safe use of all chemicals, and
- staff are trained on how to report a spill, and
- the least noxious chemical is chosen where ever possible.

BRHD’s “spill kit” is located in the laundry room, with supplies to manage the spill and minimize the impact. With extensive spills that may affect the environment, the Spills Action Centre may be called (available 24/7) for direction.

EMERGENCY SUPPLIES and EQUIPMENT ^{xix}

Emergency Manual with the Code Brown Plan for both Gas Leak and Chemical Spill.

- Location of Emergency Manual as identified above.

GHS binder (red) with all the relevant Safety Data Sheets on the hazardous chemical products used at BRHD. The GHS binder is located in the following area(s):

- Nursing care centres (CC1 and CC2 under counter; unlocked cupboard)
- Photocopier room (unlocked during business hours)
- Maintenance room (locked)
- Kitchen and CC1 and CC2 serveries in the mop closet (locked)
- Housekeeping storage area (locked)

Spill Kits:

One Spill Kit is located in the laundry area (under desk) and contains:

- 5 sorbent socks 3” x 48”; 4 pairs nitrile gloves; 2 pairs of goggles; 2 clear disposal bags; in 1 20-litre/5-gallon polyethylene pail; 3 disposable masks.

Additional spills kits are located in the following areas:

- the tub rooms and janitor rooms on each wing
- every servery janitor room, and
- the main kitchen janitor room.

Each of these additional spill kits contain:

- (10) 15 x 19" Pads, (2) 3" x 4' Sorbent Socks, (1) pair Nitrile Gloves, (1) Disposal Bag

CO detectors – located in kitchen, laundry and mechanical/chemical rooms.

Posted relevant Information

- “What to do when a spill occurs” (Appendix A)
- WHMIS symbols guide

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Other related supplies as needed, including appropriate personal protective equipment (PPE):

- Showers, towels, gowns etc. – staff locker rooms each have a shower; 4 resident spas on each Resident Care Area (D 1-4) have a shower
- Additional masks and vinyl gloves, located in CC1 and CC2 from nurse.
- Plastic aprons and splash face protectors available in laundry
- Additional goggles and plastic aprons available in kitchen and serveries in the mop closets.
- Plastic bags (housekeeping)

DEFINITIONS

- **Code Green:** An emergency evacuation, either horizontally within the building; or a total external evacuation. *If the residents, staff and others are required to evacuate the building, activate Code Green. The designated safe meeting place OUTSIDE the building: is the visitor parking lot closest to Royal Parkside Dr., or as otherwise directed by the Fire/Incident Warden or emergency personnel.*
- **Globally Harmonized System** of Classification and Labelling of Chemicals. GHS defines and classifies the hazards of chemical products, and communicates health and safety information on labels and safety data sheets. The goal is that the same set of rules for classifying hazards, and the same format and content for labels and safety data sheets (SDS) will be adopted and used around the world.^{xx}
 - **NEVER mix products or chemicals that have WHMIS symbols, unless directed to do so by the chemical supplier and there are written volume instructions and procedures. For example: Bleach and ammonia-based cleaners when mixed together produce chlorine gas which can be deadly.**
- **Safety Data Sheet (SDS)** - a document that lists information relating to occupational safety and health for the use of various substances and products. SDSs are a widely used system for cataloging information on chemicals, chemical compounds, and chemical mixtures. SDS information may include instructions for the safe use and potential hazards associated with a particular material or product, along with spill-handling procedures.^{xxi xxii}
- **WHMIS** - is a short form for “Workplace Hazardous Materials Information System”. It is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by **means** of product labels, safety data sheets (SDS) and worker education programs.^{xxiii}
 - **WHMIS 2015 symbols guide** incorporates the **GHS** of Classification and Labelling of Chemicals for workplace chemicals.^{xxiv} (*Appendix B*)

General Information during the Emergency

- Staff are not allowed to leave the building unless directed to do so by the Fire Incident Warden (FIW), or emergency services.
- If the Home has an emergency that puts visitors at risk, signage will be used to prevent unauthorized persons from entering the Home.

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- Staff should refrain from making non-urgent personal phone calls until the emergency is declared over.
- Direct all inquiries about the Code Brown to the FIW.
- Only the Administrator/designate manager should speak with the media

ACTIVATION OF THE PLAN

ROLES AND RESPONSIBILITIES ^{xxv}

GAS LEAK

The first person who discovers the gas leak

- Must immediately report the emergency to the Fire Incident Warden (FIW) i.e., the manager, or RN in charge of the building.

The FIW ~ person in charge of the building (who receives the report) will:

- Announce “Code Brown” and the location of the gas leak x 3. ^{xxvi}
- Call 911 (for Fire Dept.)
 - Direct a staff member to meet and direct fire department
- Go to the location of the gas leak
 - Identify the type of gas if able to determine best action to take

Notes:

The main shut-off valves:

- *The main shut off valve for the natural gas is located outside on the **West side** of the building, which faces Royal Parkside Drive; just outside the exit doors from the administration/office corridor.*

The secondary gas shut-off valves:

- *Each appliance has its own shut off.*
- *Units on the roof have individual gas shut offs.*

- **If the smell of natural gas is strong**, or if **unable to immediately determine source and control the gas**, **pull the fire alarm** in the location closest to the gas leak smell and follow the Code Red Plan (Fire) EMERG-I-01, **including announcing Code Red** and initiating a horizontal evacuation. ^{xxvii}
 - Direct staff to immediately remove the residents/persons from affected area horizontally to a safe area within the Home.
 - Eliminate any ignition sources
 - **Note:** *If carbon monoxide poisoning is suspected, have staff bring the residents and other persons/to fresh air; and open windows to bring fresh air into the area*
- Call Enbridge Gas (1-866-763-5427) to report a natural gas leak and ask for assistance to shut off the main valve and repair the leak.

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- Call the Administrator/designate if not on site, to report the leak. If designate was called, ensure designate notifies the Administrator.
- If emergency personnel or the Administrator/designate indicates a total **evacuation** from the Home is required, initiate **Code Green / Evacuation Plan EMERG-I-02**, including **announcing** the new Code etc. ^{xxviii}
Note: Ensure the Administrator is notified of the Code Green and the need to commence the “fan out” procedure for assistance to evacuate
- Obtain medical assistance for affected individuals, as appropriate.

External leak of gas coming inside the Home

- If there is a chemical spill or **vapour coming from outside into the home**, e.g., diesel spill, smoke from a nearby forest fire, or gas from a nearby accident, **the FIW will:**
 - Direct staff to close all doors and windows;
 - Announce the air emergency and inform residents that they should remain inside
 - Request that maintenance take Immediate action to prevent the entrance of contaminated external air into the Home, including adjusting the ventilation system so it does not bring in outside air. (*HVAC system provides 100% fresh air ventilation*)
 - Call the fire department (non-urgent number) to determine if it is safe to remain in the Home, or whether an evacuation is required.
 - If an evacuation is required, follow Code Green.
- Assess whether residents in a portion of the home need to be horizontally evacuated. If yes, commence the horizontal evacuation. **If urgent pull the fire alarm** in the area where residents and others should be evacuated from. ^{xxix} (*This, along with announcing the Code Red, notifies staff of the change.*)
- If a total **evacuation** is required, initiate **Code Green / Evacuation Plan EMERG-I-02**. ^{xxx}
Note: Notify the Administrator of Code Green and the need to commence the “fan out” procedure for assistance to evacuate.
- When the Fire Chief indicates it is safe to declare the emergency over, refer to the section below titled “**Activities after the Emergency is Declared Over**”.

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CHEMICAL SPILL

The first person who discovers the chemical spill

- Must immediately report the emergency to the Fire Incident Warden (FIW) i.e., the manager, or RN in charge of the building.

The FIW ~ person in charge of the building (who receives the report) will:

ANNOUNCE “Code Brown” and the location of the chemical spill x 3. ^{xxx1}

- Go to the location of the chemical spill, and warn persons in the area of the chemical spill
- **Direct staff to immediately remove the residents/persons from affected area**
- Eliminate any ignition sources

The FIW or designate with knowledge of the chemical (Note: The designate could be the MNES or alternate staff member depending on the type of spill), will direct the appropriate staff member to:

1. CONDUCT A RISK ASSESSMENT

Identify the spilled chemical product and assess the risk of the substance to **determine the action to take.**

To determine the risk of the substance, you must first **identify the substance.**

- What is the substance?
- How dangerous is the substance?
- If the substance is unknown and if it is safe to do so, refer to the product **Safety Data Sheet (SDS) label**, which will provide the required information, e.g., the chemical, hazard information (see also the WHMIS symbols guide / **Appendix B**), composition, first aid, handling, PPE for clean up, disposal, etc. ^{xxx2}

Note: The **GHS binder is located** in the following area(s):

- Nursing care centres (CC1 and CC2 under counter; unlocked cupboard)
- Photocopier room (unlocked during business hours)
- Maintenance room (locked)
- Kitchen and CC1 and CC2 serveries in the mop closet (locked)
- Housekeeping storage area (locked)
- If you are **NOT familiar** with the substance and cannot determine the substance and its chemical properties, **assume the worst:**
 - Initiate a **Code Red** for communication and assistance. ^{xxx3}
 - If emergency personnel or the Administrator/designate indicates a total **evacuation** from the Home is required, initiate **Code Green / Evacuation Plan EMERG-I-02.** ^{xxx4}

Note: Ensure the *Administrator is notified of the Code Green and the need to commence the “fan out” procedure for assistance to evacuate*

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- If **you are familiar with the substance** and its chemical properties and you and others are not at a safety risk, direct staff to:
 - Remove any resident/person in immediate danger and bring to a safe area.
 - **Provide medical assistance**, if required, e.g., significant chemical burns, etc.
Note: If splashed with an agent, immediately wash it off using warm soapy water
 - Proceed with spill procedure
 - Take immediate measures to prevent unauthorized persons from entering the affected area, as applicable.

2. Protective Clothing

The FIW/designate will assign a person to manage the spill. That person must be aware of and wear, the appropriate protective gear (PPE) for the situation.

- **Refer to the appropriate Safety Data Sheets (SDS)** to find out how to handle the spill to reduce risk of personal injury by sustaining a safe environment during an internal chemical spill or leak incident as necessary.
- If the product has a SDS label use protective clothing based on the SDS or the precautions as identified for the WHMIS Symbol (*Refer to Appendix B*).

3. Stop the Source

The FIW/designate will close valves, rotate punctured drums and plug leaks where it is possible and safe to do so.^{xxxv}

- Use the Contractor List for assistance as appropriate. List of emergency contractors is located at the front of the Emergency Manual, e.g., Enbridge Gas, Spills Action Centre – pollution Hotline #, etc.

Remain in the area to provide information to emergency responders, if safe to do so.

4. Containment

The FIW/designate will direct the appropriate person to:

Take action to contain the spill if it is possible to do so without jeopardizing personal well-being. Seal any nearby drains to prevent the spill from entering the sewage system.

Note: *Spill kit, with absorbent material, is located in laundry room (under desk).*

If the hazardous spill is airborne, shut doors, seal gaps etc. to contain vapour, as appropriate and safe.

5. Begin Clean Up

The FIW/designate will direct the appropriate person to:

Use SPC (Spill Prevention Control) sorbents to absorb spilled liquids.

Note: *Inform supervisor and responding emergency personnel if you may have been in contact with a biological/chemical agent.*

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6. All Clear

When the emergency personnel, or the FIW if emergency personnel were not notified, indicates it is safe to declare the emergency over, refer to the section below titled “**Activities after the Emergency is Declared Over**”.

The **MNES /designate** who was involved in the emergency will participate in the “**Activities after the Emergency is Declared Over**”.

ACTIVITIES AFTER THE EMERGENCY IS DECLARED OVER

The **Fire Department, or the FIW** (if emergency services were not notified), **will declare the emergency over.** ^{xxxvi}

FIW / Administrator/designate will:

- After the **Fire Dept/FIW** declare the emergency over, designate a staff member to announce “**Code Brown - All Clear**” three times. ^{xxxvii} **Note:** *If any additional Code was called, ensure that staff are aware that the emergency from **all emergency codes are declared over.***
- Ensure the Ministry Long-Term Care (MLTC) are immediately notified by the after-hours pager of Code Brown, and any additional emergency Code that was activated, e.g., Code Red, Code Green) through the Critical Incident System (CIS) reporting, as applicable, followed by a CIS report. ^{xxxviii}

Note: *Additional Mandatory and/or Critical Incident reporting may be necessary depending on the circumstances and outcome of the emergency. Please refer to the FLTCA s.28, and O. Reg. 246/22 s.115 for more details.*
- Ensure the **MNES/designate** reports all chemical spills to the **Ministry of Environment and Climate Change,** ^{xxxix} and the necessary information is completed in accordance with governing legislation. Note: Owners of the Pollutants (e.g., BRHD) are required to report the chemical spill by calling 1-800-268-6060.^{xl}
- Ministry of Labour, Immigration, Training and Skills Development (MLITSD) are notified if a person was injured from the spill. (*Refer to Emergency Telephone Numbers list for **MLITSD** contact number.*)
- As soon as possible after the emergency is declared over, conduct an **evaluation** of the Code Brown emergency. Use the “**Code Brown Test Report and Evaluation**” *Appendix C)* template as a guide to obtain the required information. Complete the report to the extent possible.
 - Invite the following persons to participate in the evaluation discussion and ensure the information reflects the accurate details of the event, feedback from those involved, and potential areas of improvement:

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- Person who discovered the gas leak or chemical spill; on-site managers, representatives from the staff, students, volunteers, who were involved in the emergency, and any entities,^{xli} e.g., emergency services, Enbridge gas and/or contractors as applicable, and if available.
- Determine what equipment and supplies were used, and assign staff to replace, clean, and/or return, as appropriate, to their normal location.^{xlii}

For Chemical spills the MNES /designate will ensure:

- The spilled liquid and the used absorbent material is disposed of in accordance with local laws. Absorbent materials take on the characteristics of whatever they absorb. (*Refer to the Emergency Telephone Numbers for the “Hazardous Materials Removal; Environmental Centre – City of Barrie”*)
- That all reusable tools, supplies and equipment that were used in the clean up are cleaned properly before storage or reuse. Refer to expert(s) who are trained and equipped to handle or clean up the spill as necessary, e.g., “*Spills Action Centre*”
- Arrangements are made to replace used absorbent materials, and safety equipment used in any clean up operation. Reorder form for spill kits is available in the Spills Kit. Restock materials as applicable.
- Ensure the Master Key from the applicable CC med room, if used, is placed in a new sealed envelope, and returned.
- Forward a copy of the completed “**Code Brown Test Report and Evaluation**” (*Appendix C*) to the Administrator and the MNES.

The MNES will:

- Ensure the **MLTC** was immediately notified and the CIS report, submitted as required.
- Ensure that reporting to any other Ministry as required, is completed, e.g.,
 - **Ministry of Environment and Climate Change,**^{xliii}
 - **MOL / MLITSD** for any injuries at the workplace, and **WSIB** if staff injury, and other entities, as required.
- Review the completed ‘**Code Brown Test Report and Evaluation**’ to follow-up on any outstanding issues, and ensure documentation is completed as required.
 - If any external entities (e.g., emergency personnel, contractors, Enbridge gas, etc.) were involved in an emergency response, ensure the entities, and the RC, and FC, if any, are provided an opportunity to offer feedback, if their representative was unable to attend the post emergency evaluation discussion.^{xliiv}

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The MNES will:

- Review the Code Brown **Plan** (EMERG-I-07), and add any recommendations for change to the Plan, to the written recommendations for improvement as outlined in the ‘**Code Brown Test Report and Evaluation**”
- Bring all **recommendations for improvement** of the Code Brown Plan to the Management Team meeting for discussion and determine with the team, which recommendations for improvement are approved or rejected. Record decisions about each recommendation on the ‘Code Brown Test Report and Evaluation form.
- Update the Code Brown Plan, with any approved recommendations for improvement, within 30 days after the event was declared over.^{xlv}
Note: If any changes were made to improve the plan, maintain a written record of the changes made.^{xlvi}
- Address the **recovery** from the Emergency: ^{xlvii}
 - **Debrief** the residents, their SDMs, if any, staff, volunteers, and students after the emergency, as appropriate, e.g., the fact that the Emergency Plan was tested (mock or actual), and the recovery, i.e., recommendations for improvement, approved changes to be implemented. Maintain a written record of the debrief.
 - **Resume normal operations** of the Home.
 - Determine if anyone experienced **distress** during the emergency, and if so, ensure that the person is provided with an opportunity to discuss their concerns and/or given appropriate emotional support.^{xlviii} BRHD has an EAP, for eligible staff.
- Arrange for staff **training/retraining** to be updated and conducted, as required. (*Refer to the sections below.*)
- Complete the “**MNES Checklist for Code Brown – Gas Leak / Chemical Spill**”, (*Appendix E*), as outlined.
- Ensure the Administrator has a copy of all records related to the Code Brown emergency event.

TRAINING – Emergency Plan ^{xlix}

- BRHD **staff, volunteers, and students** will receive training on emergency plans during their orientation, and at least **annually** thereafter.^{i ii}
- The training will be based on that staff member’s responsibilities. For new employees, the training will be provided prior to that person performing his/her responsibilities.ⁱⁱⁱ
Note: In the event of an emergency or exceptional unforeseen circumstances, e.g., the new employee is being orientated on-site with another employee, the emergency training must be provided within one week of when the person begins performing their responsibilities.ⁱⁱⁱ

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STAFF RETRAINING

- All staff will receive annual retraining / reassessment on the Emergency Plan through Surge Learning and related Qs and As.^{liv lv} If staff at that time, or at any time are assessed as requiring further retraining, this will be done by the employee's supervisor in a manner considered appropriate, e.g., repeating the training, 1:1 etc..^{lvi}
- During the annual testing of the emergency procedure, any staff assessed as requiring further training will be retrained, based on his/her responsibilities during the emergency procedure.^{lvii}

OTHER RELATED POLICIES

- Code Blue / Medical Emergency Plan (*EMERG-I-04*)
- Code Red / Fire Plan, including horizontal evacuation (*EMERG-I-01*)
- Code Green / External Evacuation (*EMERG-I-02*)
- Code Grey / Loss of Essential Service, e.g., Loss of Hydro or Natural Gas (*EMERG-I-06a*)

Appendices:

- **Appendix A~ What to Do When a Spill Occurs**
- **Appendix B ~ WHMIS Symbols Guide**
- **Appendix C ~ Code Brown - Test Report and Evaluation**
(*Template for gas leak and chemical spill*)
- **Appendix D ~ MNES Checklist for Code Brown – Gas Leak / Chemical Spill**

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Appendix A ~ What to Do When a Spill Occurs

What to do when a spill occurs

Suggestions for the use of SPC Spill Kits

Identify spilled product. If you are NOT familiar with the liquid and its chemical properties, vacate the area and contact proper authorities,



- 1. Risk Assessment**
Evaluate the type of material spilled and identify the source.
- 2. Protective Clothing**
Wear the appropriate protective gear for the situation. If the source or the material are not identifiable assume the worst.
- 3. Containment**
Contain the liquid and seal drains.
- 4. Stop the Source**
Close valves, rotate punctured drums and plug leaks where it is possible and safe to do so.
- 5. Begin Clean Up**
Use SPC sorbents to absorb spilled liquids.
- 6. Contact Authorities**
Report the spill to the proper legal authorities in your community. Be sure to fill out all necessary reports in accordance with local laws.
- 7. Disposal of Used Material**
Absorbent materials take on the characteristics of whatever they absorb. Be sure to dispose of used absorbents and spilled liquids in accordance with local laws.
- 8. Decontaminate**
Clean all tools and reusable materials properly before reuse.
- 9. Restock Materials**
Replace absorbent materials and safety equipment used in any clean up operation.
- 10. Review Contingency Plans and Procedures!**






PLEASE NOTE: THE SPC SPILL KIT IS A STOP-GAP MEASURE FOR MINOR SPILL CLEAN-UP. IF A SERIOUS SPILL OCCURS, CONTACT LOCAL AUTHORITIES FOR DIRECTION AND ASSISTANCE FOR THE PROBLEM.

DUE TO THE POSSIBLE TOXIC AND HAZARDOUS FLUIDS ABSORBED, SPC DOES NOT RECOMMEND DISPOSAL PROCEDURES.


800-333-7672
International (32) 14-321855

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Appendix B ~ WHMIS Symbols Guide

- Check your Safety Data Sheet for the proper handling and safety precautions of the product you are using in the workplace.

Source: www.ccohs.ca/oshansw/ers/chemicals/whmis_ghs/pictograms.html

WHMIS 2015 SYMBOLS GUIDE

FLAME
FOR FIRE HAZARDS

FLAME OVER CIRCLE
FOR OXIDIZING HAZARDS

ENVIRONMENT *NEW TO WHMIS GHS
MAY DAMAGE AQUATIC ENVIRONMENT

GAS CYLINDER
FOR GASSES UNDER PRESSURE HAZARDS

CORROSION
FOR CORROSIVE MATERIAL HAZARDS

EXPLODING BOMB
FOR EXPLOSION & REACTIVITY HAZARDS

SKULL & CROSSBONES
CAN CAUSE DEATH/TOXICITY WITH SHORT EXPOSURE/SMALL AMOUNTS

HEALTH HAZARD
MAY CAUSE SERIOUS HEALTH EFFECTS

EXCLAMATION MARK
MAY CAUSE LESS SERIOUS HEALTH EFFECTS/DAMAGE OZONE LAYER

BIOHAZARDOUS INFECTIOUS MATERIALS
ORGANISMS/TOXINS THAT CAUSE DISEASE IN PEOPLE/ANIMALS

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Appendix C ~ Code Brown - Test Report and Evaluation

Gas Leak Test & Evaluation: (Y/N) _____; or Chemical Spill Test & Evaluation (Y/N) _____;
 Actual Emergency (Y/N) _____; - OR - Mock Emergency (Y/N) _____
 If mock, identify type (roll-play, table-top, etc.) _____

Date of emergency: _____ Time emergency started: _____

Instructions:

This report template is available for completion electronically. To be completed to the extent possible, by the onsite Administrator/designate and the FIW, as soon as possible after the emergency is declared over. The following additional persons *if involved* in the emergency, are encouraged to participate and provide feedback: first person that became aware of/found the gas leak or chemical spill, on-site manager(s), external entities (e.g., police),^x and representatives from involved staff, resident, and family, as appropriate

Attendees:

NAME	Position	NAME	Position

external entities, _____ **not** _____

The following will provide a brief summary of the Code Brown emergency event: _____

Who was the first person who became aware of/found the gas leak or chemical spill?

Was 9-1-1 called? Y/N _____ If yes, by whom? _____

Was Code Brown announced? Y/N _____

Name of FIW: _____

Was the Administrator notified of the Code Brown? Y/N _____

Did an on-site Administrator or designate manager take over as the FIW? Y/N _____
 If yes, name: _____

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Did any person(s) experience distress as a result of the emergency? Y/N ____

If yes, list names of person(s) who experienced distress, and indicate whether emotional support was provided.

Person's name who experienced distress	Emotional Support Provided	Follow-through required

Signature of FIW: _____

Signature of the Administrator/ manager designate completing the report: _____

Ensure this report and supporting documentation are forwarded to the Administrator and the Manager of Nutrition and Environmental Services.

MNES.

- Review the CIS report related to the emergency, and submitted to the MLTC.
 - Make any amendments as required.
- Does WSIB, MOL/ MLITSD, MOECC, or any other government body or entity need to be notified? Y/N ____ . If yes, identify who will notify which entity. _____
- Were the entities _____ who were involved in emergency response provided an opportunity to offer feedback. ^{ixi} Y/N ____ . If no, who will contact them and inquire if they have any feedback?

The **MNES** will ensure the review of the existing Code Brown –Plan annually _____ *gas leak and chemical spill* and discuss any recommendations for improvement **with the Management Team**. _____

The following are the Authorized Recommendations for Change

#	Authorized Recommendations for Change, including any changes to Code Brown Plan, if any:	Assigned to	Date of Implementation
1.			
2.			
3.			
4.			

Note: _____

The following are the Rejected Recommendations

#	Rejected Recommendations, if any:	Reason for Rejecting the Recommendation for Change
1.		
2.		
3.		

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Code Brown Plan (EMERG–I–07)

Within 30 days after the test is declared over, the emergency plan must be **reviewed and updated**, if necessary, based on the authorized recommendations.^{lxiii}

If the Code Brown Plan (EMERG–I–07) requires **updating**, assign to MNES: _____.

If changes were made to the **Code Brown Plan** indicate how staff, volunteers, students, RC, FC if any, and external entities were involved / informed of **changes**, and will be given any **training/retraining**, as required.

Retain all supporting documentation, e.g., completed templates, changes made to the Plan, training records, etc.[]

- _____ New staff / volunteers & students will review updated emergency Plan as part of their **orientation**
- _____ Existing staff **Surge Learning updated, or retraining** by alternate method e.g., memo _____ []
- _____ Volunteers, Students, RC, FC if any, and relevant external entities given an opportunity for feedback and **advised of changes to the emergency plan**, which is available on BRHD’s website, & internally in Emergency Manual, as appropriate.[]
- _____ If changes were made to emergency Plan, the revised Plan was updated in the Home’s Emergency Manuals, and the electronic emergency Plan was sent to Fred /IT Specialist, for posting on the BRHD website and the former version of the Plan removed. []

After a review of this form, is there any additional follow-through required? Y/N____

- If yes, identify what other tasks need to be completed, and the assigned person to complete the task.

Tasks Need to be Completed:	Assigned to:

Retain this record as part of the Home’s quality management activities.[]

Name of person(s) completing report:

MNES / designate: _____)

Date of completion: _____

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Appendix D ~ MNES Checklist for Code Brown – Gas Leak / Chemical Spill

The MNES is responsible to ensure that:

- The **Code Brown Plan – Gas Leak** was **TESTED** at least annually Y/N ____; and
- the Code Brown Plan – **Chemical Spill** was **TESTED** at least **every three years** (Y/N) ____
- the Code Brown “**PLAN**” was **reviewed**, and **updated** as necessary:
 - (a) at least **annually**, including the updating of all **emergency contact information of the entities**, (Y/N) ____; and
 - (b) **within 30 days** of the emergency being activated and declared over.^{lxiv}

Note: _____
- **The Code Brown – Chemical Spill may not be tested/activated every year, but when the Code Brown Plan is reviewed each year, ensure to retain the following records of the annual Code Brown Plan review:**
 - date of discussion _____
 - persons in attendance for discussion: _____
 - Recommendations for Improvement: _____

 - If recommendations are approved identify the changes; person to make the changes in the Plan; and save the changes made to the Plan (e.g., changes in red font)
 - If recommendations for changes to the Plan are **rejected**, identify the recommendations rejected, and the reason why they were rejected. _____

- The **related documentation for all activation(s) & review(s)** of the Code Brown Plan that **occurred in the calendar year** are completed, compiled, and retained as per the retention requirements, including but not limited to:
 - the **Code Brown Test Report and Evaluation** _____
 - **Note:** _____
 - the **debriefing** of staff, and volunteers and students, if any; ^{lxv}
 - any **changes made to the Code Brown Plan** _____ and _____
 - **when the emergency plan is changed, consultation with the entities**,^{lxvi} e.g., emergency personnel, Enbridge and the RC and FC, if any, as appropriate; and
 - any related training/retraining records.

Number of **Code Brown** emergencies **activated or tested** in the year? ____

Note: _____ **last** _____ **test** _____

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Identify any recommendations for improvement that will be carried over to the next year for prompt implementation:

#	Recommendation(s) carried over to next year	Reason for implementation delay	Assigned to	Date to be Implemented
1.				
2.				

Signature of the MNES: _____ Date: _____

Forward copy of completion form to the Administrator.

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Endnotes:

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- ⁱ FLTCA. s.90.
 - ⁱⁱ O. Reg. 246/22. s.268 (5) 1.
 - ⁱⁱⁱ O. Reg. 246/22. s.268 (4)(x) and (4)(vii)
 - ^{iv} O. Reg. 246/22 s.268 (3).
 - ^v O. Reg. 246/22. s.268 (3)(b)
 - ^{vi} O. Reg. 246/22. s.268 (10)(a)
 - ^{vii} O. Reg. 246. s.268 (10)(b).
 - ^{viii} O. Reg.246/22 s.268 (8).
 - ^{ix} O. Reg. 246/22 s.268 (3).
 - ^x O. Reg.246/22. s.268.(9).
 - ^{xi} O. Reg.246/22. s.268.(10)(d).
 - ^{xii} O. Reg.246/22 s.268 (3)(4)4 and 5.
 - ^{xiii} O. Reg.246/22 s.268 (7).
 - ^{xiv} O. Reg. 246/22. s.268(3)(b)
 - ^{xv} Do Carbon Monoxide Detectors Detect Natural Gas Leaks? - Alarm Grid
 - ^{xvi} Chemical Spills | Environmental Health & Safety | University of Missouri
 - ^{xvii} Stormwater Best Management Practice, Spill Response and Prevention (epa.gov)
 - ^{xviii} CCOHS: WHMIS - Safety Data Sheet (SDS)
 - ^{xix} O. Reg. 246. s.268(4)3.
 - ^{xx} <https://www.ccohs.ca/oshanswers/chemicals/ghs.html>
 - ^{xxi} https://en.wikipedia.org/wiki/Safety_data_sheet
 - ^{xxii} CCOHS: WHMIS - Safety Data Sheet (SDS)
 - ^{xxiii} <https://www.moldbacteria.com/learn-whmis-symbols-whmis-classification-labels-and-msds.html>
 - ^{xxiv} https://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/general.html. Feb. 5, 2018.
 - ^{xxv} O. Reg. 246. s.268 (5)2-4.
 - ^{xxvi} O. Reg. 246. s.268(5)1.
 - ^{xxvii} O. Reg. 246. s.268(6).
 - ^{xxviii} O. Reg. 246. s.268(6).
 - ^{xxix} O. Reg. 246. s.268(6).
 - ^{xxx} O. Reg. 246. s.268(6).
 - ^{xxxi} O. Reg. 246. s.268(5)1.
 - ^{xxxii} CCOHS: WHMIS - Safety Data Sheet (SDS)
 - ^{xxxiii} O. Reg. 246. s.268(6).
 - ^{xxxiv} O. Reg. 246. s.268(6).
 - ^{xxxv} Safety Management Group, April 1, 2011; <https://safetymanagementgroup.com/spill-response-the-four-critical-steps/>
 - ^{xxxvi} O. Reg. 246. s.268(5)1.
 - ^{xxxvii} O. Reg. 246. s.268(6).
 - ^{xxxviii} O. Reg. 246. s.115 (1)1.
 - ^{xxxix} Report pollution and spills | ontario.ca
 - ^{xl} Report Pollution | Ontario.ca (gov.on.ca)
 - ^{xli} O. Reg.246/22. s.268.(9).
 - ^{xlii} O. Reg.246/22. s.268.(13) (b).
 - ^{xliiii} Report pollution and spills | ontario.ca
 - ^{xliiv} O. Reg.246/22. s.268.(9).
 - ^{xlv} O. Reg.246/22. s.268.(8)(b).

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- xlvi O. Reg.246/22. s.268.(10) (d).
 - xlvii O. Reg.246/22. s.268.(13).
 - xlviii O. Reg.246/22. s.268.(13) (c).
 - xliv O. Reg.246/22. s.268.(14) (a)(b).
 - l FLTCA. s. 82(2)8; and s.82(4).
 - li O. Reg.246/22. s.260.(1).
 - lii FLTCA s.82(6).
 - liii FLTCA. s, 82(3).
 - liv O. Reg.246/22. s.260.(1).
 - lv O. Reg.246/22. s.268.(14) (a)(b).
 - lvi O. Reg.246/22. s.260.(3).
 - lvii O. Reg.246/22. s.260.(3)(b).
 - lviii O. Reg.246/22. s.268.(10)(a).
 - lix O. Reg.246/22. s.268.(10)(b).
 - lx O. Reg. 246/22 s.268(9).
 - lxi O. Reg.246/22. s.268.(9).
 - lxii O. Reg. 246/22. 168.(2) 6. ii.
 - lxiii O. Reg.246/22. s.268.(8).
 - lxiv O. Reg.246/22 s.268 (8).
 - lxv O. Reg.246/22 s.268 (13).
 - lxvi O. Reg.246/22. s.268.(3).