

APPENDIX F

CODE BROWN - HAZARDOUS MATERIALS

CODE BROWN is initiated upon discovery of known or unknown hazardous materials, agents, or contaminated persons.

Location of Spill Kit(s): _____

- ☐ Evacuate and rescue persons from immediate area of spill, release, or contamination if safe to do so.
- ☐ Page over PA: **"CODE BROWN AT _____ (LOCATION). STAY CLEAR."** (X3)
 - Identify Runners for communication as required.
- ☐ Secure immediate area by initiating **Lockdown Type 3**.
 - Do not re-enter area unless appropriate Personal Protective Equipment (PPE) is worn.
 - Do not allow affected/potentially contaminated persons to leave the property until they have been assessed.
- ☐ Designate staff to shut down HVAC system as required (**see Air Exchange Shut Down List**).
- ☐ Establish site Incident Command.
- ☐ Identify the product/hazard by consulting MSDS and follow product safety recommendations (see REVERSE for spill clean-up procedures).
 - **If person(s) are contaminated:**
 - Identify contaminant and relay information to 911.
 - Begin decontamination if trained and equipped.

BLOOD AND BODY FLUIDS:

- ☐ Follow Infection Control Policy/Procedure and avoid contact with skin.
- ☐ Provide pertinent information to Incident Commander.
- ☐ Document as required.

CARBON MONOXIDE:

- ☐ Evacuate the immediate area of alarm to an area with fresh air and initiate medical assessment.
- ☐ Call 911 for Fire and EMS.
- ☐ Establish site Incident Command when Carbon Monoxide detector is activated.
- ☐ Assist in further evacuation as directed by Incident Command.

When CODE BROWN has ended:

- ☐ Consider medical assessments for all persons involved – clients, staff, and visitors as required.
- ☐ Complete required documentation.
- ☐ Participate in Incident Review.

Required Documentation/Resources:

- ☐ Incident Report Form
- ☐ Lockdown Type 1
- ☐ MSDS
- ☐ Air Exchange Shut Down List

CODE BROWN - HAZARDOUS MATERIALS

CODE BROWN is initiated upon discovery of known or unknown hazardous materials, agents, or contaminated persons.

Location of Spill Kit(s): _____

- ☐ Confirm Incident Commander and put on vest.
- ☐ Designate a Recorder.
- ☐ Ensure all persons have been evacuated/rescued from immediate area of spill, release, or contamination.
- ☐ Secure immediate area by initiating **Lockdown Type 3**.
 - Contain contaminated/potentially contaminated persons in a secure area.
 - Do not allow contaminated/potentially contaminated persons to leave the property until they have been decontaminated and assessed as required.
- ☐ Page over PA: "**CODE BROWN** _____ **STAY CLEAR.**" (X3)
(LOCATION)
 - Identify Runners for communication as required.
- ☐ Ensure staff to shut down HVAC system as required (see **Air Exchange Shut Down List**).
- ☐ Identify the product/hazard by consulting MSDS:
 - **If the product can be identified:**
 - Follow product safety recommendations in MSDS (see REVERSE for spill clean-up procedures).
 - **If the product cannot be identified or is too big to contain:**
 - Designate staff to call 911 for Fire and EMS.
 - If required, initiate CODE GREEN and activate staff call-out process (**see PMH Staff Call-Out Process**).
 - **If person(s) are contaminated:**
 - Identify contaminant and relay information to 911.
 - Begin decontamination if safe to do so.
- ☐ Provide pertinent information to Fire Department upon arrival.

BLOOD AND BODY FLUIDS:

- ☐ Follow Infection Control Policy/Procedure and avoid contact with skin.
- ☐ Provide pertinent information to Fire and EMS upon their arrival.

CARBON MONOXIDE:

- ☐ When Carbon Monoxide detector is activated, page over PA: "**CODE BROWN MONOXIDE** _____ **ALL STAFF REPORT TO** _____." (X3)
(LOCATION)
- ☐ Evacuate the immediate area of alarm to an area with fresh air and initiate medical assessment.
- ☐ Call 911 for Fire and EMS.
- ☐ Consider evacuation in consultation with Fire Department (see CODE GREEN).

NOTIFICATION REQUIREMENTS:

- ☐ Notify Manager/Supervisor of CODE BROWN (see Event Management Notification Map).

When CODE BROWN has ended:

- ☐ Page over PA: "**CODE BROWN - ALL CLEAR.**" (X3)
- ☐ Consider medical assessments for all persons involved – clients, staff, and visitors as required.
- ☐ Ensure completion of required documentation.
- ☐ Ensure Incident Review as required.

Required Documentation/Resources:

- | | | |
|--|--|---|
| <input type="checkbox"/> Event Management Notification Map | <input type="checkbox"/> MSDS | <input type="checkbox"/> Incident Report Form |
| <input type="checkbox"/> Air Exchange Shut Down List | <input type="checkbox"/> Lockdown Type 3 | <input type="checkbox"/> PMH Staff Call-Out Process |

CODE BROWN - HAZARDOUS MATERIALS

CODE BROWN is initiated upon discovery of known or unknown hazardous materials, agents, or contaminated persons.

Location of Spill Kit(s): _____

Notification of a spill, release, or contamination:

- ☐ Prepare to assume the Site or Regional role of:
 - Incident Commander.
 - Planning Lead.
 - Operations Lead.
 - Media Officer.
 - PMH Executive Liaison.
- ☐ Obtain a situation Status report from site Incident Command:
 - Confirm the threat.
 - Obtain a description and details of the threat.
 - Refer to the MSDS if substance is known.
 - Confirm if the immediate area/building required evacuation (see CODE GREEN).
 - Confirm building LOCKDOWN Type 3 has been initiated when applicable.
 - Confirm the number of clients and visitors in the building(s).
 - Confirm the number of staff available.
 - Confirm the number of expected required staff.
 - Ensure 911 had been called when applicable.
- ☐ Notify DEPP and consult as required.
- ☐ Notify Executive Management Team and Manitoba Health as required.
- ☐ Plan for additional CODE GREEN process.
 - If the threat is imminent or evacuation is required, notify next of kin of clients at the affected site.
- ☐ Document actions taken.
- ☐ Facilitate transfer of authority for the event to a higher authority upon arrival (consider UNIFIED COMMAND).
- ☐ Ensure continuity of care.
 - Consider additional staff or replacement staff.
- ☐ Ensure accountability of clients, staff, and visitors.

When CODE ALERT has ended:

- ☐ Ensure all clients and staffs have been accounted for.
- ☐ Ensure assessment of clients, staff, or visitors as required.
- ☐ Ensure completion of required documentation.
- ☐ Ensure completion of required documentation.
- ☐ Consider Critical Incident Stress Management.

Required Documentation/Resources:

- | | | |
|--|--|---|
| <input type="checkbox"/> On-Call Notification Map | <input type="checkbox"/> MSDS | <input type="checkbox"/> Incident Report Form |
| <input type="checkbox"/> Air Exchange Shut Down List | <input type="checkbox"/> Lockdown Type 3 | <input type="checkbox"/> Post Event Form |

CODE GREEN - EVACUATION

CODE GREEN - Partial evacuation; removal of clients and staff from the danger area to a safe area behind a set of fire doors within the site.

CODE GREEN STAT- Complete evacuation of the entire site to a safe location.

Priority of Evacuation:

1. Horizontal - move behind fire doors away from the hazard.
2. Vertically - move to designated exits.
3. Complete - total evacuation of the site.

- ☐ Secure your department by shutting down all equipment, including but not limited to:
 - HVAC
 - Oxygen or other medical gasses
 - Propane/natural gas
 - Appliances
- ☐ All staff report to pooling area as directed by Incident Commander.
- ☐ Assist with client evacuation as directed by Incident Commander:
 - Refer to **Client Wing Occupancy List**.
 - Use emergency evacuation techniques.
 - Ensure medications (MAR) and charts are evacuated.
 - Use door markers to indicate an empty room.
- ☐ Evacuate/Rescue away from the hazard. Move behind fire doors - preferably two sets of fire doors.
- ☐ Ensure clients/staff are accounted for and report to Incident Command.

When CODE GREEN has ended:

- ☐ Complete required documentation.
- ☐ Participate in Incident Review.

Required Documentation/Resources:

- ☐ Incident Report Form
- ☐ Client Wing Occupancy List

CODE GREEN - EVACUATION

CODE GREEN – Partial evacuation; removal of clients and staff from the danger area to a safe area behind a set of fire doors within the site.

CODE GREEN STAT- Complete evacuation of the entire site to a safe location.

Priority of Evacuation:

1. Horizontal - move behind fire doors away from the hazard.
2. Vertically - move to designated exits.
3. Complete - total evacuation of the site.

Complete Evacuation Refuge Location: _____
Identify Refuge Location

Access Plan: _____
Key On Hand or Contact Person

- ☐ Confirm Incident Commander and put on vest.
- ☐ Designate a Recorder.
- ☐ Evaluate and identify safe refuge or evacuation points.
- ☐ Page over PA: “**CODE GREEN. ALL AVAILABLE STAFF REPORT TO** _____.” (X3)
(LOCATION)
- Identify Runners for communication as required.
- ☐ Assign staff to evacuation and accountability roles:
 - **Evacuate/Rescue** away from the hazard.
 - In the event of fire (CODE RED) plan for the evacuation of floors above the hazard.
 - Complete **Accountability Report Form**.
 - Ensure medications (MAR) and charts are evacuated.
 - Ensure staff have secured their department areas.
- ☐ Initiate staff call-out process (see PMH Staff Call-Out Process).
- ☐ Notify the Manager/Supervisor of CODE GREEN (see Event Management Notification Map).
- ☐ For a complete evacuation, assign 2 staff to open refuge site:
 - Ensure lights and power.
 - Use **Client Wing Occupancy** List to ensure accountability at refuge.
 - Take Priority 1 Evacuation Items with you (see Evacuation and Equipment Checklist).
- ☐ Initiate client transport with available means.
- ☐ Provide notification of event to families of affected clients.
- ☐ Assess impact to health services:
 - Plan for return to site or relocation to alternative care sites.

When CODE GREEN has ended:

- ☐ Ensure completion of required documentation.
- ☐ Ensure Incident Review as required.

Required Documentation/Resources:

- | | | |
|---|--|---|
| <input type="checkbox"/> Incident Report Form | <input type="checkbox"/> Event Management Notification Map | <input type="checkbox"/> Post Event Form |
| <input type="checkbox"/> Evacuation and Equipment Checklist | <input type="checkbox"/> Client Wing Occupancy List | <input type="checkbox"/> PMH Staff Call-Out Process |

CODE GREEN- REPATRIATION

REPATRIATION: return of clients and staff to site once deemed safe.

RELOCATION: movement of clients and staff to alternate health care facilities.

Overall coordination of the return to services of an evacuated site is the responsibility of the Care Team Manager (CTM) for the site. Following the evacuation of a regional site it is imperative that the site is safe for staff and clients to occupy prior to the site returning to operational status. The CTM, Capital Planning, Workplace Safety & Health Officer or other inspectors, engineers or consultants shall collaborate to determine the overall condition of the site and requirements for repair, as well as oversee the return to services process once the plan has been approved by Executive or MB Health as required.

MANAGER/REGIONAL ICS:

- ☐ At the point of evacuation, if you are not on site, consult with Unified Command to determine if it is safe for PMH personnel to enter the building and identify safety concerns.
- ☐ Post evacuation consult with Capital Planning and WS&H Officer to coordinate with inspectors, contractors and utility representatives to establish a plan to return the site to safe operating conditions.
- ☐ Document the condition of site infrastructure and damages on **Facility Status Report**. Provide Facility Status Report and building survey information to Executive in order to establish a plan to return the site to pre-event conditions.
- ☐ Executive member notify MB Health of incident and follow-up and notify Human Resources to provide notice to affected unions and staff.
- ☐ Implement a plan for return to services once the site passes safety inspections and is returned to safe operating conditions.
- ☐ Coordinate the return of staff and clients to the site.
- ☐ Notify client's family of re-entry date.
- ☐ Ensure Incident Review as required and consider Critical Incident Stress Management.

CAPITAL PLANNING:

- ☐ Identify potential site hazards that would result in safety concerns for staff or contractors that would require immediate attention prior to re-occupation, site inspections, and any equipment testing, repair or replacement.
- ☐ In conjunction with the CTM, site maintenance, inspectors or contractors, conduct a site evaluation to establish a list of damages, equipment and materials loss.
- ☐ Determine a priority for restoration of services, equipment and implement the process.
- ☐ Coordinate planning for contractors and manage the site repairs or restoration.
- ☐ Establish that damaged building systems are operational and are certified as such upon replacement or repair. Obtain certificates as required.
- ☐ Sign off on Services/Physical Environment concerns using **Facility Status Report**.
- ☐ Keep MANAGER/REGIONAL ICS or Executive apprised as to site status.

WORKPLACE SAFETY & HEALTH OFFICER:

- ☐ Identify site hazards that would result in safety concerns for staff or contractors that would require immediate attention prior to re-occupation, site inspections, and any equipment testing, repair or replacement.
- ☐ Coordinate with technical experts to ensure the site is safe for occupation and return to safe operating services.
- ☐ Provide findings to MANAGER/REGIONAL ICS.

Required Documentation/Resources:

- ☐ Facility Status Report
- ☐ Post Event Form

CODE GREY - EXTERNAL AIR EXCLUSION

CODE GREY is initiated when there is a threat of external airborne contamination.

- Restrict contaminated air from entering the site by shutting down air exchange systems and securing windows and doors.
- Eliminate or limit exposure to contaminated air by restricting entry and exit of persons.

CODE GREY SHELTER ZONE: _____ **Location of CODE GREY KIT:** _____

Recognition of CODE GREY:

- ☐ Page over PA: **"CODE GREY."** (X3)
 - Identify Runners for communication as required.
- ☐ If the source of the airborne hazard is on the property, notify 911.
- ☐ Establish Site Incident Command.

Activation of CODE GREY:

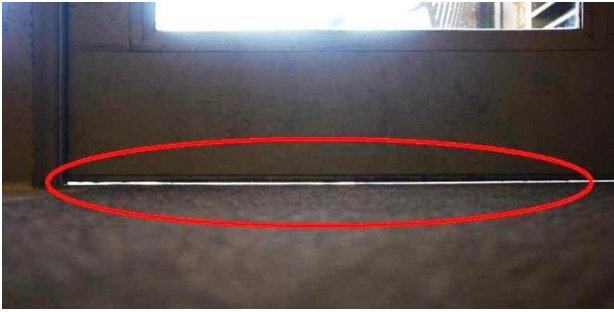
- ☐ Shut down all air exchange systems (HVAC) in your work location (exhaust fans, bathroom fans, kitchen hoods, air conditioners).
- ☐ Utilize the following resources to shelter-in-place:
 - Posted instructions on shutting down HVAC systems.
 - **Air Exchange Shutdown List** or Facility Map for a list of HVAC systems.
- ☐ As directed by Incident Commander:
 - **Relocate all persons to the CODE GREY SHELTER ZONE to reduce the amount of sealing required. Maintain accountability and ensure medications and charts accompany clients (see CODE GREEN).**
 - Confirm all windows and doors in CODE GREY SHELTER ZONE are secured. If there are spaces around any doors or windows these gaps must be sealed:
 - To seal bottom edges of windows and doors use rolled wet towels to seal any gaps.
 - Use tape to seal sides and tops of windows or doors.
 - Cut poly to size to fit over identified unsealed doors, windows, fire places, portable A/C units, bathroom exhaust fans, etc. and then seal with tape.
 - See reverse for examples.
 - Utilize **Restricted Entry/Exit signage** on all doors.
 - Seal doors and windows with air exclusion kit (if available), tape, or wet towels.
 - Maintain communication with staff during this process.
- ☐ **When restricting access to the site**, use exits with vestibule (two sets of doors). Use signage (allow first door to close behind you before using second door).

Required Documentation/Resources:

- ☐ Incident Report Form
- ☐ Air Exchange Shutdown List
- ☐ Restricted Entry/Exit Signage

SEE REVERSE

CODE GREY - EXTERNAL AIR EXCLUSION



Step 1- Identify the Gaps

- Close windows and doors
- Check the weather stripping
- Are there wall mounted air conditioners?



Step 2- Secure the Gaps

- Place rolled towels to cover gaps
- Seal sides with tape



Step 3- Completed

- Finished sealed doors
- Use sheets of plastic as another option for wall mounted air conditioners, vents, or fire places.

CODE GREY- EXTERNAL AIR EXCLUSION

CODE GREY is initiated when there is a threat of external airborne contamination.

- Restrict contaminated air from entering the site by shutting down air exchange systems and securing windows and doors.
- Eliminate or limit exposure to contaminated air by restricting entry and exit of persons.

- ☐ Confirm Incident Commander and identify by putting on vest.
- ☐ Designate a Recorder.
- ☐ Upon receiving notice of external airborne hazard, page over PA: **“CODE GREY, CLIENTS AND VISITORS STAY WHERE YOU ARE UNTIL FURTHER NOTICE. ALL AVAILABLE STAFF REPORT TO _____.” (X3)**
(LOCATION)
 - Identify Runners for communication as required.
- ☐ If the source of the airborne hazard is on the property, notify 911.
- ☐ Establish CODE GREY SHELTER ZONE to reduce the amount of sealing required if unable to shut down all HVAC systems.
- ☐ Utilize the following resources to shelter-in-place with appropriate LOCKDOWN Type (see LOCKDOWN PLAN):
 - Posted instructions on shutting down HVAC systems.
 - **Air Exchange Shutdown List** or Facility Map to identify location of HVAC systems.
 - Ensure shut down of all air exchange systems (HVAC) in the designated CODE GREY SHELTER ZONE (exhaust fans, bathroom fans, kitchen hoods, air conditioners).
- ☐ Designate staff to ensure:
 - **That all persons are relocated to the CODE GREY SHELTER ZONE. Maintain accountability and ensure medications and charts accompany clients (see CODE GREEN).**
 - Confirm all windows and doors are secured.
 - Utilize **Restricted Entry/Exit signage** on all doors.
 - Seal doors and windows with air exclusion kit (if available), tape, or wet towels.
 - Maintain communication with staff during this process.
- ☐ Notify Manager/Supervisor of CODE GREY **(see Event Management Notification Map).**
- ☐ **When restricting access to the site**, use exits with vestibule (two sets of doors). Use signage (allow first door to close behind you before using second door).
- ☐ No persons shall exit the site until “all clear” is announced and the incident is over.

When CODE GREY has ended:

- ☐ Page over PA: **“CODE GREY- ALL CLEAR” (X3)** and notify Manager/Supervisor of cancellation.
- ☐ Ensure completion of required documentation.
- ☐ Ensure Incident Review as required.

Required Documentation/Resources:

- | | | |
|--|--|--|
| <input type="checkbox"/> Incident Report Form | <input type="checkbox"/> LOCKDOWN PLAN | <input type="checkbox"/> Post Event Form |
| <input type="checkbox"/> Event Management Notification Map | <input type="checkbox"/> CODE GREEN | |
| <input type="checkbox"/> Air Exchange Shutdown List | <input type="checkbox"/> Restricted Entry/Exit Signage | |

CODE GREY- EXTERNAL AIR EXCLUSION

CODE GREY- EXTERNAL AIR EXCLUSION

CODE GREY is initiated when there is a threat of external airborne contamination.

- Restrict contaminated air from entering the site by shutting down air exchange systems and securing windows and doors.
- Eliminate or limit exposure to contaminated air by restricting entry and exit of persons.

Notification of an External Airborne Contamination:

- ☐ Prepare to assume the role of:
 - Incident Commander.
 - Planning Lead.
 - Operations Lead.
 - Media Officer.
 - PMH Executive Liaison.
- ☐ Obtain a Situation Status (Sitsat) report from site Incident Command:
 - Confirm the source and hazards of the threat.
 - Confirm the numbers and nature of injuries/illness, if applicable.
 - Confirm the total number of clients, staff and visitors in the building(s).
 - Confirm the estimated time expected to All Clear.
 - Confirm anticipated concerns and resource requirements.
- ☐ Ensure LOCKDOWN Type 1 and utilization of CODE GREY SHELTER ZONE.
- ☐ Notify DEPP and consult as required.
- ☐ Notify Executive Management Team and Manitoba Health as required.
- ☐ Document actions taken.
- ☐ Ensure continuity of care.
 - Consider additional staff or replacement staff, if safe to do so.
- ☐ Ensure accountability of clients, staff and visitors.
- ☐ Ensure communication with external support agencies. (police, fire, conservation and community council)
- ☐ Ensure 911 notification if the source of the airborne hazard is on the property.
- ☐ Maintain communication with site during this process.

When CODE GREY has ended:

- ☐ Ensure air quality testing supports building occupation.
- ☐ Ensure all clients and staffs have been accounted for.
- ☐ Ensure assessment of clients, staff, or visitors as required.
- ☐ Ensure completion of required documentation.
- ☐ Ensure Incident Review for all affected staff.
- ☐ Consider Critical Incident Stress Management.

Required Documentation/Resources:

- ☐ Incident Report Form
- ☐ Event Management Notification Map
- ☐ LOCKDOWN PLAN
- ☐ Air Exchange Shutdown List
- ☐ Restricted Entry/Exit Signage
- ☐ Post Event Form

CODE RED - FIRE

CODE RED is initiated when the fire alarm is activated or **FIRE/SMOKE** has been found.

If FIRE/SMOKE is found:

- ☐ Follow **RACE**:
 - **Rescue** clients from hazard area.
 - **Activate Alarm** and notify staff:
 - Page over PA: “**CODE RED** _____.” (X3)
(LOCATION)
 - Call 911 for Fire Department.
 - **Contain** fire:
 - Close the door to the room of the fire.
 - Attempt to put out fire with extinguisher (see below for “PASS”).
 - Shut down all equipment.
 - Clear corridors of obstructions.
 - **Evacuate** immediate area of the fire by moving horizontally behind fire doors (see CODE GREEN).
- ☐ Report status to Incident Command (**Floor Leader in large or multi-storey sites.**)
 - **Floor Leader** will report floor status with **Accountability Report Form** to Site Incident Commander.

Fire alarm sounding:

- ☐ Secure your department:
 - Search your area for **FIRE/SMOKE**.
 - Prepare to shut down all equipment.
 - One member from each department reports to Incident Command (Floor Leader) with a fire extinguisher.
- ☐ Close all windows and doors.
- ☐ Maintain client and visitor safety.
- ☐ Follow instructions of the Incident Commander.

When CODE RED has ended:

- ☐ Complete required documentation.
- ☐ Participate in Incident Review.

Utilize the fire extinguisher using the **PASS** method:

Pull the pin

Aim the nozzle or horn at the base of the fire

Squeeze the trigger to discharge the product

Sweep the nozzle from side to side at the base of the fire

Required Documentation/Resources:

- ☐ Incident Report Form
- ☐ Accountability Report Form

CODE RED - FIRE

CODE RED is initiated when the fire alarm is activated or **FIRE/SMOKE** has been found.

Fire Alarm Monitoring Company: _____	Phone Number: _____
Facility ID Number: _____	Password: _____
Site Name and Street Address: _____	

- ☐ Sound alarm if not already activated.
- ☐ Confirm Incident Commander and identify by putting on vest.
- ☐ Designate a Recorder.
- ☐ Determine alarm location on enunciator panel.
- ☐ Ensure 911 has been called.
- ☐ Page over PA: **"CODE RED _____ . CLIENTS AND VISITORS STAY WHERE YOU ARE UNTIL FURTHER NOTICE."** (X3) (LOCATION)
 - Identify Runners for communication as required.
- ☐ Complete **Accountability Report Form.**
 - **Area of alarm:** Send a 3 person team (if possible) with extinguisher and communication device to the area of alarm and report findings back to Incident Command.
 - **All other areas:** Send 2 person teams (if possible) to investigate adjacent areas for smoke and report findings back to Incident Command.
- ☐ Direct staff to shut off oxygen and other medical gases as appropriate.
- ☐ Obtain reports from fire teams to confirm fire status and client/staff accountability.
- ☐ Do not silence or reset fire alarm until drill confirmed or Fire Department gives "all clear."

If FIRE/SMOKE is found:

- ☐ Initiate CODE GREEN and maintain accountability throughout evacuation.
- ☐ Initiate staff call-out process (see **PMH Staff Call-Out Process**).
- ☐ Notify Manager/Supervisor of CODE RED (see **Event Management Notification Map**).
- ☐ When Fire Department arrives, communicate status to the Officer in Charge.
 - Maintain Unified Command with Officer in Charge.
 - If the site cannot be occupied due to damage immediately update Manager/Supervisor.

If false alarm has been confirmed:

- ☐ Ensure 911 and monitoring company (where applicable) has been updated with false alarm information (Site name, location, and cause of the false alarm).
- ☐ Ensure all clients and staff are accounted for.

When CODE RED has ended:

- ☐ Page over PA: **"CODE RED- ALL CLEAR."** (X3)
- ☐ Ensure completion of required documentation.
- ☐ Ensure Incident Review as required.

Required Documentation/Resources:

- ☐ Incident Report Form
- ☐ Accountability Report Form
- ☐ PMH Staff Call-Out Process
- ☐ Event Management Notification Map

CODE RED is initiated when the fire alarm is activated or **FIRE/SMOKE** has been found.

Notification of Fire/Smoke:

- ☐ Consult with Site Incident Command:
 - Confirm the presence of an active Fire/Smoke Threat.
 - Confirm if there are any injuries/deaths as a result of the event.
 - Ensure 911 had been called.
 - Obtain a description and details of the Fire/Smoke Threat.
 - Confirm evacuation process and consider the need of further evacuation as required. (see CODE GREEN).
 - Confirm availability of Refuge.
 - Confirm the total number of clients, staff and visitors in the building(s).
 - Confirm anticipated concerns and resource requirements.
- ☐ Notify DEPP and consult as required (see Event Management Notification Map).
 - Be prepared to assume the role of:
 - Incident Commander.
 - Planning Lead.
 - Operations Lead.
 - Media Officer.
 - PMH Executive Liaison
- ☐ Document actions taken.
- ☐ Ensure Unified Command is ongoing at the site.
- ☐ Ensure continuity of care.
 - Consider additional staff or replacement staff, if safe to do so.
- ☐ Ensure accountability of clients, staff and visitors.

When CODE RED has ended:

- ☐ Ensure all clients, staffs and visitors have been accounted for.
- ☐ Ensure assessment of clients, staffs or visitors as required.
- ☐ Ensure the building is safe prior to repatriation (see CODE GREEN).
- ☐ Ensure completion of required documentation.
- ☐ Ensure Incident Review as required.
- ☐ Consider Critical Incident Stress Management.

Utilize the fire extinguisher using the **PASS** method:

Pull the pin

Aim the nozzle or horn at the base of the fire

Squeeze the trigger to discharge the product

Sweep the nozzle from side to side at the base of the fire

Required Documentation/Resources:

- ☐ Incident Report
- ☐ Event Management Notification Map
- ☐ Post Event Form

CODE BROWN
CODE WHITE
CODE PURPLE

CONTROLLED LOCKDOWN

TYPE 3 PARTIAL

Initiated to regulate entry/exit to an area within the site. The goal is to keep unnecessary people from entering the area of Lockdown. All access points into the area of Lockdown will be staffed to restrict access. Lockdown Type 3 is used for Codes Brown, White, or Purple.

- ☐ Assign staff to post Lockdown Signage.
- ☐ Page over PA: **“LOCKDOWN Type 3, all staff report to _____.”** (X3)
(LOCATION)
 - Identify Runners for communication as required.
- ☐ Notify Manager/Supervisor as soon as reasonably possible once Lockdown has been initiated.
- ☐ Brief staff with Lockdown details, assignments, and a description of threat/aggressor/ or missing person.
- ☐ Instruct staff to:
 - Work with a partner whenever possible.
 - Maintain regular communication with the Incident Commander:
 - Use portable radios, telephones, or runners.
 - Lock all doors to the area of Lockdown as directed by Incident Commander.
 - Place door signage as directed.
 - Immediately report any suspicious or unusual activity.
- ☐ Assign staff to door security and ensure staff:
 - **CODE WHITE/PURPLE:**
 - If there is an aggressor or violent incident that escalates beyond the control of the staff, evacuate area of incident (see CODE GREEN).
 - Do not try to apprehend the aggressor or handle a situation beyond control.
 - **CODE BROWN:**
 - Maintain Isolation for persons showing signs or symptoms of having been exposed or contaminated by the hazard.
 - Incident Commander who will call 911 to arrange for decontamination.
 - If the person is deemed not to be contaminated or a potential exposure to the hazard:
 - Request identification (PMH Identification Badge/Driver's License/Photo ID) and document.
 - Consult Incident Commander before allowing exit.
- ☐ Call 911 for Police, Fire, or EMS as required.

Return to Normal Operations:

- ☐ Lockdown will remain in effect until the related code has ended.
- ☐ Page over PA: **“LOCKDOWN (type), all clear.”**x3
- ☐ Instruct staff to unlock doors as required and remove door signage.
- ☐ Ensure Incident Review as required.
- ☐ Ensure documentation is completed.

Required Documentation/Resources:

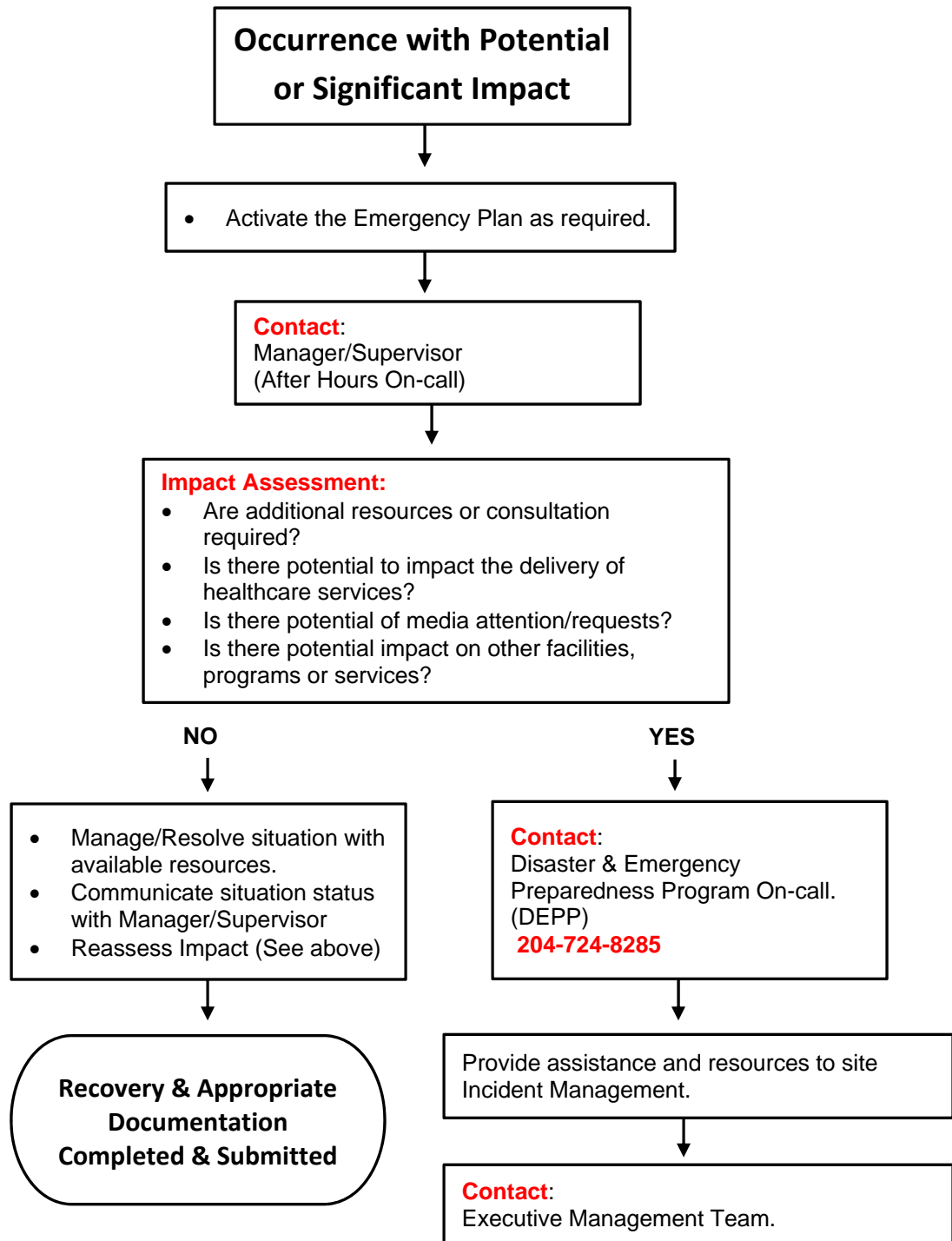
- ☐ Incident Report Form
- ☐ Lockdown Screening Form
- ☐ Lockdown Signage

Prairie Mountain Health (PMH)

Disaster & Emergency Preparedness Program (DEPP)

The PMH emergency plan is being designed to guide staff in the response and management of any disaster, emergency, or occurrence with the potential for significant impact to operations. PMH utilizes an all-hazards based Incident Command System to ensure an effective organizational structure is implemented throughout the phases of mitigation, preparedness, response, and recovery. The following codes and associated action sheets are presented in draft form and may be subject to change. It is the intent that the emergency plans be exercised with participation by all staff, according to a schedule which has not yet been determined.

Red- Fire	Initiated when the fire alarm is activated or FIRE/SMOKE has been found.
Green- Evacuation	CODE GREEN – Partial evacuation, removal of clients and staff from the danger area to a safe area behind a set of fire doors within the facility. CODE GREEN STAT- Complete evacuation of the entire facility to a safe location.
Yellow- Missing Client	Initiated when a client is identified as missing or is witnessed attempting to leave the facility and/or refuses to return.
White- Violence	Initiated when there is a threat of aggression and/or violence.
Blue- Cardiac Arrest	Initiated in response to a cardiac and/or respiratory arrest.
Brown- Hazardous Materials	Initiated upon discovery of known or unknown hazardous materials, agents, or contaminated persons.
Orange- Mass Casualty	Initiated to respond to a significant influx of clients that exceeds the routine capacity of normal resources and services.
Grey- External Air Exclusion	Initiated when there is a threat of external airborne contamination.
Black- Bomb Threat/Suspicious Package	Initiated when there is a Bomb threat received by any means or when a suspicious package is located on the premises.
Purple- Hostage Taking	Initiated when a client, staff or visitor is held or removed from a care area without authorization.
Pink- Infant Abduction	Initiated when an infant is discovered as missing.
Alert- Environmental/Infrastructure	Initiated for a variety of environmental hazards and infrastructure failures. Includes contingency planning for events such as (but not limited to): tornado, flooding, severe weather, sewer backup, power failure, communications failure, etc.
Lockdown	Initiated to establish a secure facility by controlling entry/exit points.



Examples of occurrences (may include, but are not limited to):

- Loss or damage to infrastructure.
- Safety or security issue causing a threat to client or staff safety.
- Media attention/requests are received or anticipated.
- Significant bed utilization issues.
- Significant critical incident/occurrence event has occurred.

NOTE: If unsure, contact supervisor or proceed with Impact Assessment

CODE BROWN - HAZARDOUS MATERIALS

CODE BROWN is initiated upon discovery of known or unknown hazardous materials, agents, or contaminated persons.

Location of Spill Kit(s): _____

- ☐ Evacuate and rescue persons from immediate area of spill, release, or contamination if safe to do so.
- ☐ Page over PA: **"CODE BROWN AT _____ . STAY CLEAR."x3**
(LOCATION)
 - Identify Runners for all areas without PA system.
- ☐ Secure immediate area by initiating **Lockdown Type 3.**
 - Do not re-enter area unless appropriate PPE is worn.
 - Do not allow affected/potentially contaminated persons to leave the property until they have been assessed
- ☐ Designate staff to shut down HVAC system as required (see Air Exchange Shut Down List).
- ☐ Establish site Incident Command.
- ☐ Identify the product\hazard by consulting MSDS and follow product safety recommendations.
 - **If person(s) are contaminated:**
 - Identify contaminant and relay information to 911.
 - Begin decontamination if trained and equipped.

BLOOD AND BODY FLUIDS:

- ☐ Follow Infection Control Policy/Procedure and avoid contact with skin.
- ☐ Provide pertinent information to Incident Commander.
- ☐ Document as required.

CARBON MONOXIDE:

- ☐ Evacuate the immediate area of alarm to an area with fresh air and initiate medical assessment.
- ☐ Call 911 for Fire and EMS.
- ☐ Establish site Incident Command when Carbon Monoxide detector is activated.
- ☐ Assist in further evacuation as directed by Incident Command.

When CODE BROWN has ended:

- ☐ Consider medical assessments for all persons involved – clients, staffs and visitors as required.
- ☐ Complete required incident reporting forms.
- ☐ Participate in Incident Review.

Required Documentation/Resources:

- ☐ Incident Report Form
- ☐ Lockdown Type 1
- ☐ MSDS

CODE BROWN - HAZARDOUS MATERIALS

CODE BROWN is initiated upon discovery of known or unknown hazardous materials, agents, or contaminated persons.

Location of Spill Kit(s): _____

- ☐ Confirm Incident Commander and put on vest.
- ☐ Designate a Recorder.
- ☐ Ensure all persons have been evacuated/rescued from immediate area of spill, release, or contamination.
- ☐ Secure immediate area by initiating **Lockdown Type 3**.
 - Contain contaminated/potentially contaminated persons in a secure area.
 - Do not allow contaminated/potentially contaminated persons to leave the property until they have been decontaminated and assessed as required.
- ☐ Page over PA: **"CODE BROWN AT _____ . STAY CLEAR." x3**
(LOCATION)
 - Identify Runners for communication as required.
- ☐ Ensure staff to shut down HVAC system as required (see **Air Exchange Shut Down List**).
- ☐ Identify the product/hazard by consulting MSDS:
 - **If the product can be identified:**
 - Follow product safety recommendations in MSDS.
 - **If the product cannot be identified:**
 - Designate staff to call 911 for Fire and EMS.
 - If required, initiate CODE GREEN and activate staff call-out process:
 - Former BRHA and PRHA – utilize staff fan-out lists.
 - Former ARHA – utilize Staff Call-Out Centre (Reston: 1-204-877-3925, Sandy Lake: 1-204-585-2107)
 - **If person(s) are contaminated:**
 - Identify contaminant and relay information to 911.
 - Begin decontamination if safe to do so.
- ☐ Provide pertinent information to Fire Department upon arrival.

BLOOD AND BODY FLUIDS:

- ☐ Follow Infection Control Policy/Procedure and avoid contact with skin.
- ☐ Provide pertinent information to Fire and EMS upon their arrival.

CARBON MONOXIDE:

- ☐ When Carbon Monoxide detector is activated, immediately notify all staff by paging over PA: **"CODE BROWN MONOXIDE (3X) AT _____ . ALL STAFF REPORT TO _____." X3**
(LOCATION) (LOCATION)
- ☐ Evacuate the immediate area of alarm to an area with fresh air and initiate medical assessment.
- ☐ Call 911 for Fire and EMS.
- ☐ Consider evacuation in consultation with Fire Department (see CODE GREEN).

NOTIFICATION REQUIREMENTS:

- ☐ Notify Manager/Supervisor of CODE BROWN (see On-Call Notification Map).

When CODE BROWN has ended:

- ☐ Page over PA "CODE BROWN - ALL CLEAR" x3.
- ☐ Consider medical assessments for all persons involved – clients, staffs and visitors as required.
- ☐ Complete required incident reporting forms.
- ☐ Ensure Incident Review as required.

Required Documentation/Resources:

- | | | |
|--|--|---|
| <input type="checkbox"/> On-Call Notification Map | <input type="checkbox"/> MSDS | <input type="checkbox"/> Incident Report Form |
| <input type="checkbox"/> Air Exchange Shut Down List | <input type="checkbox"/> Lockdown Type 3 | <input type="checkbox"/> Post Event Form |

CODE BROWN - HAZARDOUS MATERIALS

CODE BROWN is initiated upon discovery of known or unknown hazardous materials, agents, or contaminated persons.

Location of Spill Kit(s): _____

Notification of a spill, release, or contamination:

- ☐ Prepare to assume the Site or Regional role of:
 - Incident Commander.
 - Planning Lead.
 - Operations Lead.
 - Media Officer.
 - PMH Executive Liaison.
- ☐ Obtain a situation Status report from site Incident Command:
 - Confirm the threat.
 - Obtain a description and details of the threat.
 - Refer to the MSDS if substance is known.
 - Confirm if the immediate area/building required evacuation. (see CODE GREEN)
 - Confirm building LOCKDOWN Type 3 has been initiated when applicable.
 - Confirm the number of clients and visitors in the building(s).
 - Confirm the number of staff available.
 - Confirm the number of expected required staff.
 - Ensure 911 had been called when applicable.
- ☐ Notify DEPP and consult as required.
- ☐ Notify Executive Management Team and Manitoba Health as required.
- ☐ Plan for additional CODE GREEN process.
 - If the threat is imminent or evacuation is required, families of clients at the affected facility shall be notified of the event.
- ☐ Document actions taken.
- ☐ Facilitate transfer of authority for the event to a higher authority upon arrival. (consider UNIFIED COMMAND)
- ☐ Ensure continuity of care.
 - Consider additional staff or replacement staff.
- ☐ Ensure accountability of clients, staff, and visitors.

When CODE ALERT has ended:

- ☐ Ensure all clients and staffs have been accounted for.
- ☐ Ensure assessment of clients, staff, or visitors as required.
- ☐ Ensure completion of required documentation.
- ☐ Ensure Incident Review as required.

Required Documentation/Resources:

- | | | |
|--|--|---|
| <input type="checkbox"/> On-Call Notification Map | <input type="checkbox"/> MSDS | <input type="checkbox"/> Incident Report Form |
| <input type="checkbox"/> Air Exchange Shut Down List | <input type="checkbox"/> Lockdown Type 3 | <input type="checkbox"/> Post Event Form |

DISASTER & EMERGENCY PREPAREDNESS PROGRAM (DEPP)

Prairie Mountain Health Disaster & Emergency Preparedness Program has developed a standardized set of emergency response plans for use in every facility and site across the region. Emergency response plans utilize the Incident Command System (ICS) to assist staff when a disaster or emergency occurs.

Disaster – Any event which may result in the loss of life, harm to the safety and welfare of staff, clients, and visitors, or significant property damage resulting in an interruption of service.

Emergency – An unexpected event that requires immediate action or assistance.

Disaster On-call:

The Disaster & Emergency Preparedness Program provides a 24/7 response/management capability available by calling Disaster On-call at **204-724-8285**. The role of Disaster On-call is to provide support or guidance to sites or management when a disaster or emergency is occurring, assist in obtaining needed resources or provide notification of the emergency to the Executive Management Team. This process is further detailed on the Event Management Notification Map.

Incident Command Systems:

The Incident Command System is mandated for use in Healthcare by Manitoba Health, and allows for an organized and effective response to disaster or emergency events. The flexibility of the ICS allows it to be used at both the site level (events affecting one site) or at the Regional level (large-scale events affecting multiple sites).

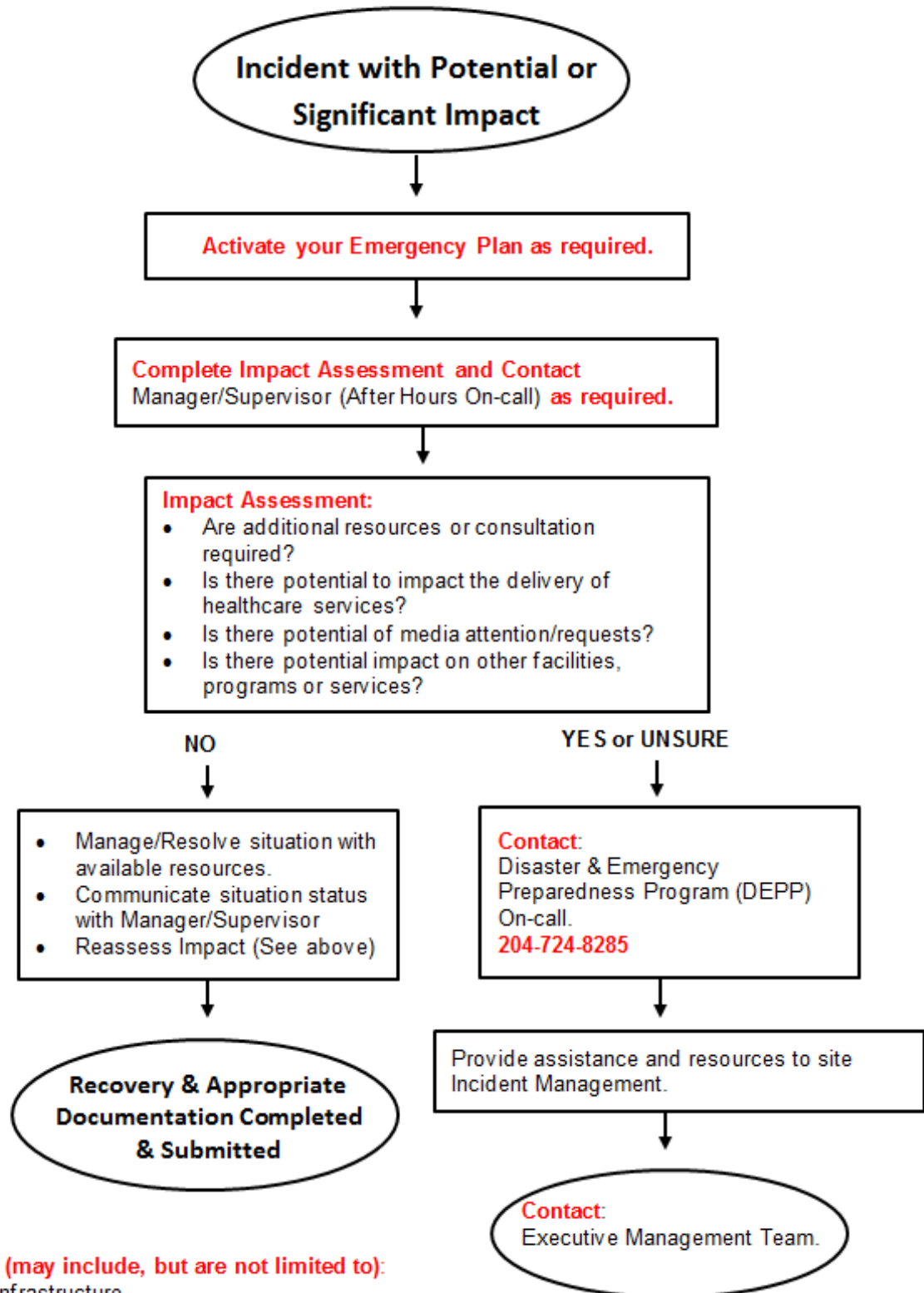
Incident Command clearly identifies who is in charge of the event or emergency when it occurs. ICS is designed to maintain a manageable span of control; so the event management structure grows or shrinks along with the scale of the event. At a health facility or one of our many regional sites, the Incident Commander assumes overall responsibility to coordinate the incident through the use of an Incident Color Code or Incident Action Plan. Other staff are activated to assist or provided specific direction to mitigate the event. Through the process, the site management is notified as is the DEPP On-call. The manager and DEPP On-call will work to assist with the event management at the site and notify the Executive Management Team as appropriate. Should an event be significant, Regional ICS may be activated to an appropriate level to assist with event management, operations, planning, logistics, and finance support as appropriate.

Quick Reference Guides:

Through the use of Quick Reference Guides, staff at all sites within the region will be able to access direct information to assist in responding to a disaster or emergency.

Upon recognition of a disaster or emergency at a PMH site, staff activate ICS and consult their Quick Reference Guides. The Quick Reference Guides provide action sheets for each of the color codes to guide staff in their response. These actions include instructions for alerting all staff to the event and making the appropriate notifications. They also contain important information, such as site/department maps, and documentation and resources to assist staff in recording and tracking the event.

EVENT MANAGEMENT NOTIFICATION MAP



Examples of incidents (may include, but are not limited to):

- Loss or damage to infrastructure.
- Safety or security issue causing a threat to client or staff safety.
- Media attention/requests are received or anticipated.
- Significant bed utilization issues.
- Identify communication outages.
- Critical occurrence event has occurred.

NOTE: If unsure, contact supervisor, DEPP on-call, or proceed with Impact Assessment.

What to do when a spill occurs

- **Identify spilled product and initiate CODE BROWN as appropriate.**
- If you are not familiar with the contaminant and it's properties,
 - Vacate the area,
 - Secure area and restrict access to others,
 - Notify your Department Head or Manager. (Speak with someone; do not rely on a message).
- If it is a large spill, call 911 and notify DEPP.



1. Risk Assessment

Evaluate the type of material spilled and identify the source.

2. Personal Protective Equipment (PPE)

Wear the appropriate PPE for the situation

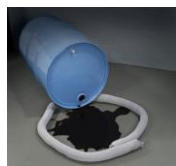


3. Containment

Contain liquids, seal drains and turn off fans.

4. Stop the Source

Close valves, upright or rotate containers, plug leaks.
(If safe to do so)



5. Begin Clean-Up

Use spill kits to barricade, absorb or sweep spill up.
(Do not use vacuums or blowers on absorbents or powders)



6. Contact Authorities

Report spill and clean up efforts to your Supervisor/DEPP.

7. Disposal of Used Materials

Absorbent materials take on the characteristics of whatever they absorb. Dispose of used absorbents and spilled liquids in accordance with departmental best practice and local law.

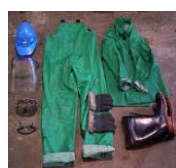


8. Decontaminate

Clean all surfaces, tools and reusable materials properly.

9. Restock Materials

Replace spill kit and safety equipment used in any clean-up operation.



10. Review Incident, Contingency Plan and Procedures



DEPP On-call 1-204-724-8285