

SUBJECT: Code Brown	SECTION: Code Brown
EFFECTIVE: July 2022	REVISED: REVIEWED:
LOCATION MAIN MANUAL (ORIGINAL): Emergency Measures	LOCATION SUBSIDIARY MANUALS (PHOTOCOPIES):
APPROVED BY: Administration	

PURPOSE

In the event of a minor hazardous material spill, a major hazardous material spill or hazmat incident, a carbon monoxide or natural gas leak, or a biological/chemical threat, a Code Brown will be called to alert team members, visitors, and residents and prompt an appropriate response.

DEFINITIONS

A minor hazardous material spill is defined as a spill of a known substance in a manageable quantity that does not cause a chemical reaction.

A major hazardous material spill or hazmat incident can be defined as:

- a known substance that cannot be contained or cleaned up
- a substance of significant quantity that poses an immediate risk to team members and residents
- the material is unknown
- a chemical reaction is present
- incident could escalate and increase level of risk

POLICY

CARBON MONOXIDE

Signs that there may be a hazardous or potentially hazardous concentration of carbon monoxide detected in the air in the building:



- Stale, stuffy air
- Occupants have symptoms of CO exposure (see below)
- The pilot light on gas-fired equipment keeps going out
- A sharp odour of the smell of natural gas occurs when equipment turns on
- The burner flames and pilot light of a natural gas furnace or other equipment are mostly yellow, rather than a clear blue (note: some natural gas fireplaces are designed to have yellow flames)
- Chalky, white powder on a chimney or exhaust vent pipe or soot buildup around the exhaust vent
- Excessive moisture on walls or windows in areas where natural gas equipment is on
- CO detectors alarm

Symptoms of Carbon Monoxide (CO) Exposure:

- Headaches
- Nausea
- Dizziness
- Drowsiness or fatigue
- Burning eyes
- Confusion
- Loss of coordination

Any person who suspects exposure to Carbon Monoxide will:

1. Call the fire department using 911 immediately.
2. Inform the Incident Manager immediately.

The Incident Manager will:

1. Call Code Brown.
2. Contact the Director of Environmental Services to identify proper shutdown of gas to equipment.
3. Shut down gas to equipment if Maintenance not available.
4. Assign team members to provide for medical attention to those who need help, paying particular attention to anyone with a respiratory ailment (i.e. asthma).
5. Take direction from fire department

All Team Members will:

1. Open windows to ventilate the area.
2. Relocate residents, team members, visitors, and volunteers from the affected area immediately.

**HEALTH SERVICES DEPARTMENT
SERVICES DEPARTMENT**

70 Pine Street, Bracebridge, Ontario P1L 1N3
www.muskoka.on.ca | heathservices@muskoka.on.ca
Phone: 705-645-2100 Toll-Free: 1-800-461-4210 (within 705)
Fax: 705-645-5319

FAIVERN LONG-TERM CARE HOME

14 Mill Street, Huntsville, Ontario, P1H 2A4
Phone: 705-789-6011
Fax: 705-789-1371



- a. Take direction from the Incident Manager.

NATURAL GAS LEAK

Any person who suspects exposure to a natural gas leak will:

1. Call 911 from a phone located well away from the source of the leak.
2. Inform the Incident Manager immediately.

The Incident Manager will:

1. Call Code Brown.
2. Instruct Maintenance or designate to immediately shut off the gas at the main valve and any secondary valves if necessary.
3. Shut off the valves if Maintenance not available.
4. Instruct team members to relocate residents, visitors, and themselves from the affected area of the building following the fire emergency procedures.
5. Notify the gas company from a phone located well away from the source of the leak.
6. Take direction from Emergency Services personnel.

All Team Members will:

1. Not smoke or use electrical devices including cell phones.
2. Not turn the power on and off.
3. Advise visitors/volunteers to not smoke or use electrical devices including cell phones.
4. Take direction from the Incident Manager.

BIOLOGICAL/CHEMICAL THREAT

Any person who becomes aware of a chemical, biological, or radiological accident will:

1. Immediately ensure all persons are relocated to an area away from the release.
2. Call 911.
3. Inform the Incident Manager immediately.

The Incident Manager will:

1. Call Code Brown.
2. Direct team members to evacuate as many residents from the contaminated area as possible if it can be done without become a victim.
3. Direct team members to evacuate everyone in the building outside if it is safe to do so.
4. Organize a calm evacuation as per Code Green evacuation process.

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5. Check that building is secure.
6. If an evacuation outside of the building is not possible, move everyone in the building upwards to an interior room on a higher floor (many agents are heavier than air) or to an adjacent fire compartment if movement to a higher floor is not practical.
7. Direct team members to seal off the contaminated area: seal gaps under doorways, windows, and other building openings.
8. Direct maintenance team to turn off heating, air conditioning, and ventilation systems.
9. Take direction from Emergency Services personnel.

All Team Members will:

1. Take direction from the Incident Manager.
2. If splashed with a chemical agent, immediately wash it off using ONLY water.

LIQUID/CHEMICAL/GAS SPILL

Any person who discovers a liquid/chemical/gas spill or leak will:

1. Inform the Incident Manager immediately.

The Incident Manager will:

1. Call Code Brown.
2. Keep team members, residents, volunteers, and visitors clear of the area.
3. Contact the Maintenance Manager or designate to investigate and together determine the appropriate actions.
4. If no leak or spill, complete Incident Report.
5. If leak/spill found:
 - Instruct maintenance team to shut off liquid chemical/gas at main valve of container;
 - Determine the nature, extent, and cause of the spill/leak;
 - Instruct maintenance team to use the Spill Kit stored in the Receiving area (suggested location) or in the Basement Laundry Room and Ground Floor Kitchen.
6. If required, advise the Administrator that a Code Brown should be called. This may involve evacuation of the affected area.
7. If required, call 911 to get Emergency Services assistance.
8. Take direction from emergency services personnel.
9. Complete Incident Report (with assistance from maintenance team involved).
10. Contact environmental company to arrange proper disposal in keeping with the type of spill collected in the spill kit pail.

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The Director of Environmental Services or designate will:

1. Attend on scene of spill/leak as directed by the Incident Manager.
2. Complete directions as per step 2 of Incident Manager's procedures.
3. Assist emergency services as required.
4. Assist Incident Manager in completion of Incident Report.

Team Members in the affected area will:

1. Keep team members, residents, volunteers, and visitors out of the area until the situation is investigated and evaluated.
2. Take directions from the Incident Manager.

All Team Members will:

1. Take directions from the Incident Manager.
2. Keep out of the area.
3. Reassure residents, visitors, and volunteers as appropriate

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