

MAPLE VILLA LONG TERM CARE CENTRE

DEPARTMENT: ADMINISTRATION DATE OF ORIGINAL ISSUE: JULY 2022
ISSUED & REVIEWED/REVISED: July 2023
APPROVED BY: ADMINISTRATOR
SIGNATURE: *Russell Borden*
TO: ALL STAFF
SUBJECT: CODE GREY: AIR HAZARD

Definition

An uncontrolled potential air borne contamination is an emergency.

External Air Exclusion Plan (EAEP)

- Upon notification of a potential air borne contamination the Administrator/Designate will be contacted by the on-duty RN or DOC
- Person in charge will advise staff, residents, and visitors via the public address system by announcing.
- The command post is located at the first floor station.

“Attention all staff; Code Grey report to _____”
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Persons are not to leave the building until conditions are safe and advised by the person in charge.

- At the time the announcement has been made, the on-duty staff must be formed to address the following concerns:
 - **Windows**
All windows in all areas, on all floors, must be closed. Persons in those areas need to be advised to keep windows closed.
 - **Exterior Doors**
Entering and exiting the building must be restricted both for personal safety and to minimize external air entry. All perimeter exterior doors must be locked, monitored and controlled to prevent frequent, indiscriminate or unnecessary usage. Post warning signage to inform persons who may approach the doors for use.

◦ **Ventilation Systems**

If all external ventilation systems need to be shutdown, proceed to:

1. The shut down for the HVAC system is located in the mechanical room – roof top.
2. The shut down for the kitchen range hood is located in the kitchen.
3. All Air units as needed

Communication

- 1 Use the fan out call system as needed by off duty staff to respond
- 2 Mass email to all family members and staff
- 3 Inform all residents

- When the person in charge has determined that the emergency has ended and it is safe to return to normal activities, the termination code will be announced:

“Attention all staff, Code Grey has ended; All Clear”

“Attention all staff, Code Grey has ended; All Clear”

“Attention all staff, Code Grey has ended; All Clear”

Internal Air Exclusion Plan (IAEP)

Natural Gas Supply

If/when advised by emergency services, close all gas valves and proceed to:

- The main gas supply is located on the north exterior wall, mid-way, yellow in colour
- The main gas valve **MUST BE RE-OPENED** by certified technician this equipment can only be re started by qualified persons, and only after the “Code Grey, all clear” is given.
- Ventilate the area/home.

Debriefing – Follow the conclusion of the situation, all staff shall be debriefed

- How the situation was handled
- What worked well and did not work well
- Any change for future situations

This debriefing session shall be documented, refer any person involved to social support services who are experiencing distress due to the incident.

The documentation shall include:

- Details of the incident
- CIS report to the MOLTC as applicable
- Notify MOL if any employee sustains injury

OneDrive-MAPLE VILLA\Manuals\Emergency Manual\Code Grey