

## **Appendix N**

### **CODE BROWN**

#### **Policy**

A Code Brown is initiated when a spill or release of hazardous substance:

- Threatens the safety of residents, staff or visitors
- Threatens the natural environment.
- Threatens the property of the Home
- Cannot be handled by the individuals on site.
- Is imminently dangerous to life or health.
- Is unknown with a hazardous potential.

**Note:** If you are unsure about the nature of the spill, initiate a Code Brown.

#### **Purpose**

The purpose of Code Brown is to provide a coordinated and timely response to hazardous material spills, chemical releases, or carbon monoxide events that may pose a risk to the health, safety, and well-being of residents, staff, visitors, and the environment within Au Chateau. This policy ensures compliance with emergency management requirements and supports the protection of vulnerable persons.

#### **Hazard Classification & Initial Response**

##### **a. Major Spills:**

Major spills cannot be contained safely with the materials on site and/or threatens to enter the sewer system or travel beyond the boundaries of the building/property to endanger the environment.

May be detected by:

- The existence of a large vapour cloud.
- A large pool of liquid on the ground.
- Smell.
- Alarm (e.g., carbon monoxide detector).

Major spills can cause an immediate health hazard and must be reported to 911.

##### **b. Minor Spill:**

Minor spills present little or no hazard to a person or property and are small enough to be safely cleaned using the emergency spill kit.

Normally reported by individuals detecting:

- An alarming or offensive odour.
- A small pool of liquid on the ground.

If the minor leak or spill is in an open area and the vapours are being dispersed, it will not be considered a significant hazard.

If the vapours from leaks or spills can collect in a confined space to form an explosive mixture, it will be considered a significant hazard, and an evacuation must take place immediately (refer to Appendix L Code Green).

**c. Chemical Spill:**

Typically occurs in the kitchen, housekeeping, maintenance, or storage areas.

**d. Carbon Monoxide Leak:**

Alert occupants if or when there is a carbon monoxide leak on site.

There should be carbon monoxide detectors as per the Fire Safety Plan. Examples outlined below:

- Carbon monoxide detectors shall be in the facilities on floors where there is fuel burned, as well as on the floors above where the fuel is burned (i.e.: gas furnace, gas range, gas vent hoods (kitchen), gas water heater, gas fireplaces, generators etc.).
- The carbon monoxide detector shall be equipped with an audio signal and visible.
- The installation will follow the manufacturer's instructions.

The carbon monoxide detectors are located in the boiler room, kitchen, fireplace (main entrance), room #140, room #240, and room #340.


**Note:** Never ignore a sounding Carbon Monoxide alarm! It is a warning of a potentially deadly hazard.

**Procedure**

1. All Staff Members:

- Report immediately to the Supervisor/Designate.
- The first person on the scene, trained in IMS, will assume the role of Incident Commander (IC).
- If Code Brown is called, report to the nearest designated safe area for directions.

## 2. The Incident Commander Will:

- Determine if this is a Code Brown.
- Announce the following:  
“Attention All staff members, Code Brown, (Announce Location)”  
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“Attention All staff members, Code Brown, (Announce Location)”
- Call 911 or designate someone to Call 911.
- If required-evacuate as per Code Green policy (refer to Appendix L).
- Activate appropriate IMS Roles:
  - Command Staff: Incident Commander, Safety Officer, Emergency Information Officer, Liaison Officer, Scribe.
  - General Staff: Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Admin Section Chief.
- For chemical spills, the IC or Designate will determine the appropriate external notification based on the nature and severity of the spill (refer to Appendix D).
  - Major spills or spills posing a risk to health, safety, or the environment will be reported to the Ministry of the Environment, Conservation and Parks (MECP),
  - For chemical identification, technical response guide or unknown substances, CANUTEC will be contacted.
    - **CANUTEC (24/7 Emergency Response Guidebook Support):**  
 **1-888-226-8832 (888-CAN-UTEC)**

## 3. During the Incident/Ending the Incident:

- Designate an individual to contact the Ministry of Environment (MOE), Ministry of Long-Term Care (MLTC), and Ministry of Labour (MOL).
- Initiate the Critical Incident Report, as required.
- Designate an individual to report to Joint Health and Safety Committee if there is a risk or threat to staff members' safety.
- Cleanup will be done in accordance with Emergency Response Authorities (i.e., MOE or other authority).
- Ensure documentation will be completed by the appropriate designate(s).
- Once the Code Brown has been declared over by the local authorities, the Incident Commander will announce:  
“Attention All staff members, Code Brown has ended, All Clear”  
“Attention All staff members, Code Brown has ended, All Clear”  
“Attention All staff members, Code Brown has ended, All Clear”
- Return staff members to normal daily activities.

- Complete the Code Brown-Post Incident and Debrief Form (refer to Appendix N1) and return to Administrator

#### 4. If Instructed to Stay Indoors (External Threat):

##### a. The Supervisor/Designate Will:

- Close all windows and doors.
- Seal gaps at doorways and vent windows with wet materials as applicable.
- Turn off ventilation systems whenever possible.
- Close off non-essential rooms.
- Seal ventilation openings wherever possible.
- Fill sinks with a water supply and then turn off the supply lines.
- Remove contaminated clothing/equipment and place in a plastic bag.
- Avoid eating or drinking any food or water that may be contaminated.
- Refer to Code Grey policy (see Appendix P) on protecting external air entry into the building, if required.
- Liaison with Environmental Services Manager or Delegate of the site.

##### b. All Staff Members:

###### I. Chemical Spill:

- Move any persons away from the spill.
- Notify Supervisor/Designate.
- Identify the substance if safe to do so.
- Read the Safety Data Sheet (SDS) for the spilled product.
- Use appropriate personal protective equipment (PPE), if required.
- Cleanse victims that may have come in contact by flushing skin or eyes with water.
- Seek medical intervention, when in doubt (refer to Appendix M- Code Blue)

###### II. Carbon Monoxide:

If a carbon monoxide detector is activated, the staff member will immediately notify their direct Supervisor/Designate to investigate.

##### A) The Supervisor/Designate Will:

- Identify the detector that is sounding, investigate, and identify the source of the carbon monoxide, if safe to do so. Check to ensure that there is no outside source (i.e., vehicle exhaust).
- Reset the alarm.
- If the alarm remains silent, then this indicates that the area is clear of carbon monoxide, and it is safe to return to normal duties.

- Once the alarm is reset and continues to alarm, this may confirm the potential presence of carbon monoxide in the area.

B) If the Alarm Continues to Sound, the Supervisor/Designate Will:

- Instruct staff members to open all windows and doors in the affected area.
- Call 911.
- Evacuate all individuals from the affected area to a location with fresh air in accordance with the Code Green policy (refer to Appendix L)
  - Staff member will perform a headcount.
- Instruct staff members to see if anyone is experiencing Carbon Monoxide Poisoning as per the symptoms below.
- Notify and engage the Supervisor/Designate for further guidance.
- Do not re-enter the affected area until authorities confirm that it is clear to re-enter.

C) Maintenance of Alarm and Prevention of Carbon Monoxide Build-Up:

- Test the alarm monthly as per the manufacturer's instructions and document in the preventative maintenance program.
- If battery-operated, change the battery bi-annually (i.e., in spring and fall).
- Ensure that there is proper ventilation in the area where flammable fuels are burned, e.g., kitchen.
- Ensure that the venting systems to the outside are regularly cleaned and do not become blocked.
- Ensure that appliances that use flammable fuels are serviced and inspected regularly, in accordance with appropriate legislation.

D) Symptoms of Carbon Monoxide Poisoning:

- Carbon Monoxide is odourless, colourless, and otherwise undetectable to the human senses; people may not know that they are being exposed.
- The initial symptoms of low to moderate Carbon Monoxide poisoning are like the flu (but without the fever).
  - Headache
  - Fatigue
  - Nausea
  - Dizziness
  - Shortness of breath

E) Extreme Exposure:

High-level Carbon Monoxide poisoning results in progressively more severe symptoms, including:

- Mental confusion
- Vomiting
- Loss of muscular coordination

- Loss of consciousness
- Ultimately death

**References:**

- Appendix B: Call Back Procedure & Record Sheet
- Appendix C: Staff Emergency Call List
- Appendix D: Emergency Vendor and Community Contact List
- Appendix E: Emergency Kit
- Appendix F- IMS 201 Incident Briefing
- Appendix H- Resources and Supplies
- Appendix J- Site Plan
- Appendix K- Floor Plans
- Appendix L- Code Green
- Appendix N1: Code Brown- Post Incident Review and Debrief Form