INTRODUCTION

A Code Brown emergency deals with an incident involving the contamination by spillage or accidental release of any hazardous material. The incident results in a risk or potential risk to the health and safety of persons, property damage or harm to the environment. In some cases the spill or release cannot be contained successfully by on site personnel and external resources must be requested to respond and manage.

The spill or release can originate from within the facility or external to the facility and expose people, property or the environment to risk. The outcomes of a hazardous materials emergency can be potentially dangerous or deadly.

PROCEDURE

For a spill of an infectious or biohazardous agent such as blood, vomit, urine, feces, any other bodily fluid, or biological material, refer to <u>CORP XI – Clean Up of Spills</u>

For a spill of a Hazardous Medication (cytotoxic & non-cytotoxic), refer to <u>CORP VIII- Hazardous</u> <u>Medications-Cytotoxic Non-Cytotoxic</u>.

The Royal's Institute of Mental Health Research (IMHR) will follow internal protocols to manage spills within their wet lab area, but will apply facility policies/protocols for remaining IMHR areas.

Staff Responsible	Action										
Staff who discover or are in the area	If you discover a spill or leak of a hazardous or unidentified material:										
of spill.	${f S}$ afely evacuate everyone from the immediate area.										
	P revent the spread of toxic fumes by closing doors and windows.										
	Initiate spill procedure by calling 333										
Leave all electrical equipment alone. DO NOT TURN ON OR OFF.											
	${\bf L}$ ocate any information regarding the chemical if possible and provide to responders.										
Switchboard Operator	 Contact Facility Services General Manager/delegate to alert them to the situation. If after hours, contact technician on call_? Contact Director of Patient Care Services/Delegate for the affected area OR After Hours Manager of Patient Care Services (if after hours) Follow direction provided by Facility Services General Manager/delegate and Emergency Command Manager which may include: 										

For all other spills:

 Activate the emergency tones and announcements Notify the Fire Department, informing them of the hazardous chemical discharge. Notify of other contacts Director of Patient Care Services/ If after hours, communicate with technician on call for direction on management of situation until they arrive on site. If necessary, contact admin on call. After Hours Ensure area of spill is evacuated and security is present to restrict access. Ensure area of spill is evacuated and security is present to restrict access. Ensure staff has gathered information about the source of the spill to assist responders (MSDS, other important information about cause, source) Communicate with Facility Services General Manager/Delegate and Emergency Command Manager (if activated) for guidance Ensure necessary documentation is completed If staff/patient/other has become ill or injured as a result of the spill, ensure appropriate medical attention and follow up is initiated. Facility Services Assess the spill Initiate appropriate procedures for spill clean up Manager/Delegate In consultation with Facility Services General Manager, make decision to activate Hospital Command Center Participate in Hospital Command Center operations Coordinate recovery measures Emergency Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of th										
Care Services/ Delegate ORIf after hours, communicate with technician on call for direction on management of situation until they arrive on site. If necessary, contact admin on call.After Hours Manager of Patient Care ServicesEnsure area of spill is evacuated and security is present to restrict access.Communicate with Facility Services General Manager/Delegate and Emergency Command Manager (if activated) for guidanceFacility Services General Manager/DelegateFacility Services General Manager/DelegateFacility Services General Manager/DelegateManager/DelegateIf If necessary, documentation is completed Initiate appropriate medical attention and follow up is initiated.Facility Services General Manager/DelegateFacility Services General Manager/DelegateFacility Services General Manager/DelegateImitiate appropriate procedures for spill clean upIf necessary, doclare a Code Brown Make decision regarding necessity of additional resources, such as the Fire Department or external spill management provider Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel. Advise on the need to activate the Hospital Command Center Participate in Hospital Command Center operations Coordinate recovery measuresEmergency Command ManagerIn consultation with Facility Services General Manager, make decision to activate Hospital Command Center Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager,		 Notify the Fire Department, informing them of the hazardous chemical discharge. 								
Care Services/ Delegate ORIf after hours, communicate with technician on call for direction on management of situation until they arrive on site. If necessary, 	Director of Patient	Assume the role of Emergency Code Coordinator								
Anter Hoursaccess.Manager of Patient Care ServicesEnsure staff has gathered information about the source of the spill to assist responders (MSDS, other important information about cause, source)Communicate with Facility Services General Manager/Delegate and Emergency Command Manager (if activated) for guidanceFacility Services GeneralCommunicate with Facility Services General Manager/DelegateManager/DelegateIf staff/patient/other has become ill or injured as a result of the spill, ensure appropriate medical attention and follow up is initiated.Facility Services General Manager/DelegateAssess the spillInitiate appropriate procedures for spill clean up If faccessary, declare a Code BrownMake decision regarding necessity of additional resources, such as the Fire Department or external spill management providerDirect evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel.Advise on the need to activate the Hospital Command Center Participate in Hospital Command Center operations Coordinate recovery measuresEmergency CommandIn consultation with Facility Services General Manager, make decision to activate Hospital Command Center Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green).In consultation with Facility Services General Manager, make decision to initiate "All Clear"ManagerOrganize appropriate rollow up including: Depropriate archiving of incident documentation. Depropriate archiving of incident documentation. Depropriate archiving of incident documentation. <b< td=""><td>Care Services/ Delegate</td><td>• If after hours, communicate with technician on call for direction on management of situation until they arrive on site. If necessary, contact admin on call.</td></b<>	Care Services/ Delegate	• If after hours, communicate with technician on call for direction on management of situation until they arrive on site. If necessary, contact admin on call.								
Manager of Patient Care Services Ensure staff has gathered information about the source of the spill to assist responders (MSDS, other important information about cause, source) Communicate with Facility Services General Manager/Delegate and Emergency Command Manager (if activated) for guidance Facility Services Ensure necessary documentation is completed If staff/patient/other has become ill or injured as a result of the spill, ensure appropriate medical attention and follow up is initiated. Facility Services Assess the spill General Initiate appropriate procedures for spill clean up Manager/Delegate Interessary, declare a Code Brown Manager/Delegate Make decision regarding necessity of additional resources, such as the Fire Department or external spill management provider Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel. Advise on the need to activate the Hospital Command Center Participate in Hospital Command Center operations Coordinate recovery measures Emergency In consultation with Facility Services General Manager, make decision to activate Hospital Command Center Manager Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initia	After Hours									
Patient Care assist responders (MSDS, other important information about cause, source) Services communicate with Facility Services General Manager/Delegate and Emergency Command Manager (if activated) for guidance Ensure necessary documentation is completed If staff/patient/other has become ill or injured as a result of the spill, ensure appropriate medical attention and follow up is initiated. Facility Services Assess the spill General Initiate appropriate procedures for spill clean up Manager/Delegate If necessary, declare a Code Brown Make decision regarding necessity of additional resources, such as the Fire Department or external spill management provider Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel. Advise on the need to activate the Hospital Command Center Participate in Hospital Command Center operations Coordinate recovery measures Emergency Command Manager Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). Manager Compand Organize appropriate follow up including: Organize appropriate follow up including: Organize appropriate follow up including:	Manager of									
Emergency Command Manager (if activated) for guidance• Ensure necessary documentation is completed• If staff/patient/other has become ill or injured as a result of the spill, ensure appropriate medical attention and follow up is initiated.Facility Services General Manager/Delegate• Initiate appropriate procedures for spill clean up • If necessary, declare a Code Brown • Make decision regarding necessity of additional resources, such as the Fire Department or external spill management provider • Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel. • Advise on the need to activate the Hospital Command Center • Participate in Hospital Command Center operations • Coordinate recovery measuresEmergency Command Manager• In consultation with Facility Services General Manager, make decision to activate Hospital Command Center • Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). • In consultation with Facility Services General Manager, make decision to initiate "All Clear" • Completion of after-action report and corrective action plan • Summary of incident and actions taken • Summary of incident and actions taken • Summary of the incident • Recommendations for correction actionsSecurity Guard• Verify that all exterior doors in the affected area closed. Assist in closing windows in public areas and stairwells. • If the emergency occurs within the mental health center property, cordon off the area with "danger tape".		assist responders (MSDS, other important information about cause,								
 If staff/patient/other has become ill or injured as a result of the spill, ensure appropriate medical attention and follow up is initiated. Facility Services Assess the spill Initiate appropriate procedures for spill clean up Manager/Delegate If necessary, declare a Code Brown Make decision regarding necessity of additional resources, such as the Fire Department or external spill management provider Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel. Advise on the need to activate the Hospital Command Center Participate in Hospital Command Center operations Coordinate recovery measures Emergency In consultation with Facility Services General Manager, make decision to activate Hospital Command Center Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of the incident Recommendations for correction actions 		Emergency Command Manager (if activated) for guidance								
Emergency CommandIn consultation with Facility Services General Initiate appropriate procedures for spill clean upManager/DelegateI finecessary, declare a Code BrownMake decision regarding necessity of additional resources, such as the Fire Department or external spill management provider Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel.Advise on the need to activate the Hospital Command Center Participate in Hospital Command Center operations Coordinate recovery measuresEmergency CommandIn consultation with Facility Services General Manager, make decision to activate Hospital Command CenterManagerOrganize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear"In consultation of after-action report and corrective action plan o Summary of incident and actions taken o Summary of incident and actions taken o Summary of the incidentSecurity GuardVerify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells.		,								
General Manager/Delegate• Initiate appropriate procedures for spill clean upManager/Delegate• If necessary, declare a Code Brown• Make decision regarding necessity of additional resources, such as the Fire Department or external spill management provider• Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel.• Advise on the need to activate the Hospital Command Center • Participate in Hospital Command Center operations • Coordinate recovery measuresEmergency Command• In consultation with Facility Services General Manager, make decision to activate Hospital Command CenterManager• In consultation with Facility Services General Manager, make decision to activate Hospital Command CenterManager• In consultation with Facility Services General Manager, make decision to activate Hospital Command Center• Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green).• In consultation with Facility Services General Manager, make decision to initiate "All Clear"• Ensure appropriate follow up including: • Appropriate archiving of incident documentation. • Completion of after-action report and corrective action plan • Summary of incident and actions taken • Summary of the incident • Recommendations for correction actionsSecurity Guard• Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. • If the emergency occurs within the mental health center property, cordon off the area with "danger tape".		ensure appropriate medical attention and follow up is initiated.								
Manager/Delegate• If necessary, declare a Code Brown• Make decision regarding necessity of additional resources, such as the Fire Department or external spill management provider• Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel.• Advise on the need to activate the Hospital Command Center• Participate in Hospital Command Center operations• Coordinate recovery measuresEmergency Command• In consultation with Facility Services General Manager, make decision to activate Hospital Command Center• Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green).• In consultation with Facility Services General Manager, make decision to initiate "All Clear"• Ensure appropriate follow up including: • Appropriate archiving of incident documentation. • Completion of after-action report and corrective action plan • Summary of the incident • Recommendations for correction actionsSecurity Guard• Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. • If the emergency occurs within the mental health center property, cordon off the area with "danger tape".	=									
 Make decision regarding necessity of additional resources, such as the Fire Department or external spill management provider Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel. Advise on the need to activate the Hospital Command Center Participate in Hospital Command Center operations Coordinate recovery measures Emergency In consultation with Facility Services General Manager, make decision to activate Hospital Command Center Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
the Fire Department or external spill management providerDirect evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel.Advise on the need to activate the Hospital Command CenterParticipate in Hospital Command Center operationsCoordinate recovery measuresEmergency CommandManagerIn consultation with Facility Services General Manager, make decision to activate Hospital Command CenterManagerIn consultation with Facility Services General Manager, make decision to activate Hospital Command CenterIn consultation with Facility Services General Manager, make decision to activate Hospital Command CenterIn consultation with Facility Services General Manager, make decision to activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green).In consultation with Facility Services General Manager, make decision to initiate "All Clear"Ensure appropriate follow up including: 	Manager/Delegate									
 Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel. Advise on the need to activate the Hospital Command Center Participate in Hospital Command Center operations Coordinate recovery measures In consultation with Facility Services General Manager, make decision to activate Hospital Command Center Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
the affected area is limited to essential personnel.Advise on the need to activate the Hospital Command CenterParticipate in Hospital Command Center operationsCoordinate recovery measuresEmergency CommandIn consultation with Facility Services General Manager, make decision to activate Hospital Command CenterManagerOrganize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green).In consultation with Facility Services General Manager, make decision to initiate "All Clear"Ensure appropriate follow up including: Organize appropriate follow up including: Ocmpletion of after-action report and corrective action plan Summary of incident and actions taken Summary of the incident Organize many of the area and stairwells.Security GuardVerify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells.										
 Advise on the need to activate the Hospital Command Center Participate in Hospital Command Center operations Coordinate recovery measures In consultation with Facility Services General Manager, make decision to activate Hospital Command Center Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
 Participate in Hospital Command Center operations Coordinate recovery measures In consultation with Facility Services General Manager, make decision to activate Hospital Command Center Manager Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of incident and actions taken Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
 Coordinate recovery measures In consultation with Facility Services General Manager, make decision to activate Hospital Command Center Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
 Emergency In consultation with Facility Services General Manager, make decision to activate Hospital Command Center Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
Command Managerto activate Hospital Command CenterManagerOrganize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green).In consultation with Facility Services General Manager, make decision to initiate "All Clear"Ensure appropriate follow up including: Ompletion of after-action report and corrective action plan Summary of incident and actions taken Summary of the incident Omeganize Recommendations for correction actionsSecurity GuardVerify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells.If the emergency occurs within the mental health center property, cordon off the area with "danger tape".	Emorgonov									
 Manager Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of incident and actions taken Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 		,								
 activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of incident and actions taken Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 		·								
 circumstances of the event (e.g. Code Green). In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of incident and actions taken Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 	wanager									
 In consultation with Facility Services General Manager, make decision to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of incident and actions taken Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
 to initiate "All Clear" Ensure appropriate follow up including: Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of incident and actions taken Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
 Appropriate archiving of incident documentation. Completion of after-action report and corrective action plan Summary of incident and actions taken Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape".										
 Completion of after-action report and corrective action plan Summary of incident and actions taken Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 		Ensure appropriate follow up including:								
 Summary of incident and actions taken Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
 Summary of the incident Recommendations for correction actions Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
• Recommendations for correction actions Security Guard • Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. • If the emergency occurs within the mental health center property, cordon off the area with "danger tape".										
 Security Guard Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 		· ·								
 closing windows in public areas and stairwells. If the emergency occurs within the mental health center property, cordon off the area with "danger tape". 										
cordon off the area with "danger tape".	Security Guard									
cordon off the area with "danger tape".		• If the emergency occurs within the mental health center property,								
Restrict entry to area of spill to designated personnel.										
		Restrict entry to area of spill to designated personnel.								

	Provide other assistance as needed.										
Facility Services	•	Work	under	the	direction	of	the	Facility	Services	General	
Personnel		Manager/Delegate to clean up spill and mitigate any further damage									