

GENERAL STAFF - CODE BROWN HAZMAT

Hazardous Materials (HAZMAT): Substances or products that in uncontrolled conditions, can present a risk to life, property or the environment. In Manitoba these products are called "Dangerous Goods"

SPILL OR RELEASE OF HAZARDOUS MATERIAL IN A FACILITY:

- Avoid contact
- Evacuate immediate area
- Page over PA: **"Code Brown with location STAY CLEAR"x3**_____ Input directions to activate PA
- Identify the product. Consult MSDS sheet and follow product safety recommendations.
- If MSDS recommends clean up, follow ARHA Spill Kit procedures
- The ARHA Spill Kit is located _____ Input Spill Kit Storage Location(s)
- If unable to identify product or contain the chemical or MSDS calls for emergency personnel:**
 - Call 911 for Fire Department and EMS
 - Follow the directions of the Incident Commander
 - Relay all pertinent information about the spill to the Incident Commander.

HUMAN BLOOD AND BODY FLUIDS:

- Follow Routine Practices guidelines (Policy #ICM-RP-001) and avoid contact with unprotected skin.
- Clean up procedures: Clean Up of Blood and Body Fluids (Policy #SS-IX-091)

CARBON MONOXIDE:

- If a Carbon Monoxide detector is activated, page over PA-
"Code Brown Carbon Monoxide with location, all staff report to
_____x3_____ Designate Staff Area Input directions to Activate PA
- Assist to evacuate the immediate affected area of all persons to an area with fresh air as directed by the Incident Commander.
- Follow the directions of the Incident Commander.

INCIDENT COMMANDER - CODE BROWN

HAZMAT - Code Brown Facility ICS Org Chart on next page

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SPILL OR RELEASE OF HAZARDOUS MATERIAL IN A FACILITY:

- If not already done, page over PA: "**Code Brown with location, STAY CLEAR**"x3 _____
Input directions to activate PA
- Evacuate the immediate area of the spill or release.
- Identify the product. Consult MSDS sheet and follow product safety recommendations. Use ARHA Spill Kit if clean up recommended.
- The ARHA Spill Kit is located _____. (identify location)
- If unable to identify product, contain the chemical or MSDS calls for emergency personnel:**
- Call 911 for Fire Department and EMS
- Shut down HVAC system. HVAC Controls are located _____
Input location of HVAC switches
- Initiate CODE GREEN STAT:** Activate the Staff Call-Out Centre for additional staff and to notify the Area Manager or designate and EMS On-call Supervisor.
- Do not allow any person to leave the property once evacuated until they have been assessed.
- Identify any staff, clients or visitors that may have been exposed so that they can be decontaminated.
- Upon arrival of the Fire Department, relay all pertinent information to the officer in charge. Fire Department assumes responsibility for the scene.
- When the Fire Department and Area Manager or designate deem the scene safe, the staff and clients may return.
- Direct all staff involved to complete a Hazardous Materials Post Exposure Form-H4 and a WCB green form.

HUMAN BLOOD AND BODY FLUIDS:

- Follow Routine Practices guidelines (Policy #ICM-RP-001) and avoid contact with unprotected skin.
- Clean up procedures: Clean Up of Blood and Body Fluids (Policy #SS-IX-091)

CARBON MONOXIDE:

- If a Carbon Monoxide detector is activated, page over PA- "**Code Brown Carbon Monoxide with location, all staff report to** _____"x3 _____
Designate Staff Area Input directions to Activate PA
- Evacuate the immediate affected area of all persons to an area with fresh air and initiate medical assessment of all persons.
- Call 911 for Fire Department and EMS
- Consider complete evacuation of facility in consultation with Fire Department
 - Activate the Staff Call-Out Centre for additional staff and to notify the Area Manager or designate and EMS On-call Supervisor.
- Direct all staff involved to complete a Hazardous Materials Post Exposure Form-H4 and a WCB green form.

Reporting Forms:

- Incident Report Form QI-XVIII-311(a)
- Facility Status Report Form-F5
- Post Event Form-P2
- Hazardous Materials Exposure Form-H4

MANAGER - CODE BROWN HAZMAT

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COORDINATOR and/or MANAGER(s):

- Ensure that all clients and staff are accounted for and safe.
- Ensure completion of the Disaster Notification Checklist Form-D1 as applicable.
- If evacuation of the facility was required:
 - In conjunction with Executive member or designate, determine bed availability to relocate clients and staff.
 - Assess the need for additional resources.
 - Make necessary contacts to procure needed resources.
- Ensure continuity of client care.
 - Are additional / replacement staff required?
- Coordinate a debriefing for staff / clients as required.
- Families of clients at the affected facility shall be notified of the event.
- Consult with the ARHA Executive, for providing the timely and correct release of information to the media.
- If the event qualifies as a Critical Occurrence or Serious Workplace Incident, notify Executive member or designate as per policy QI-XVIII-311.
- Verify completion of all required forms and documentation as indicated below.**

Reporting Forms:

- Incident Report form QI-XVIII-311(a)
- Post Event Form-P2
- Facility Status Report Form-F5
- Facility Client/Casualty Tracking Form-C1
- Disaster Notification Checklist-D1

Facility ICS – Organizational Chart

Suggested Initial Staffing for: **CODE BROWN**

