

Tab 2 – ERP Code Brown

Manual:	Emergency Response and Preparedness Manual
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Reviewed By:	Environmental Services Manager Health and Safety Lead
Approved By:	Director of Quality Improvement

Policy

Emergency Response Codes

Procedure

- Code Brown is announced when hazardous materials are unexpectedly released and/or the size of the spill prevents staff from carrying out a safe cleanup.
- **The Charge Registered Nurse (RN) is the Incident Manager.**
 - During business hours, the role of Incident Manager **CAN be delegated** to a manager.

Prevent/Prepare

- All hazardous materials will be:
 - Stored as per Safety Data Sheets (SDS) and manufacturer recommendations.
 - Stored below shoulder height (NOT STORED ABOVE SHOULDER HEIGHT).
 - Monitored for expiry and disposed of them appropriately upon expiry.
 - Kept in the receptacle they were bought in.
 - Chemicals may be transferred to different receptacles at times (such as into spray bottles). The new receptacle requires a Workplace SDS label to be applied.
- All staff will be trained in Workplace Hazardous Materials Information System (WHMIS).
- Staff will be trained on the use of spill kits, as applicable to their roles.
- SDS will be posted in well-known places in the home.
- Spill kits are be stored in the following locations:
 - Housekeeping closets on 1 West, 2 East, 2 West, 3 East, and 3 West.
 - Dietary mop rooms in service corridors on 1 West, 2nd floor, and 3rd floor.
 - Ground floor and basement janitor closets.
- Eye wash stations are located in:
 - All nursing nooks
 - Mop rooms
 - Main kitchen
 - Serveries
 - Main storage room
 - Laundry room
 - Cart wash room
- A shower is located in:
 - Staff washrooms in the basement.

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Respond

- When a spill of a chemical, biological, or radioactive material occurs, it will be brought to the attention of the Charge RN, who will determine whether or not to delegate the Incident Manager role to a manager.
- **The Incident Manager will announce “Code Brown - LOCATION” three times at the annunciator panel.**
- Staff should review the Safety Data Sheet (SDS) for information about the spill and how it must be cleaned up (i.e. can it be done internally, or does an external company need to be called).
- If staff are unaware of what the substance is, they should use a spill kit to absorb the chemical, evacuate the area, and the Incident Manager should then call the Environmental Services Manager (business hours only) or on-call maintenance staff (after hours).
- For staff who are responsible for cleaning spills - upon hearing Code Brown called, go to the area of the spill and follow direction as per the designated Code Brown Job Action Checklist.
- The Incident Manager will follow the procedures as per the designated Code Brown Job Action Checklist.
- For staff you are not responsible for cleaning the spill - upon hearing Code Brown, stay away from the area of the spill. If you are near the spill remove yourselves and others from the area.

Recover

- After the spill has been cleaned up, as confirmed by appropriate individuals or authorities, the Incident Manager announces all clear using the annunciator panel.
- A debrief with as many staff as possible should be conducted as soon as possible once the Code Brown is declared over.

Tools

Code Brown Incident Manager Job Action Checklist

Code Brown Individual Responsible for Cleaning the Spill Job Action Checklist

Code Brown Poster