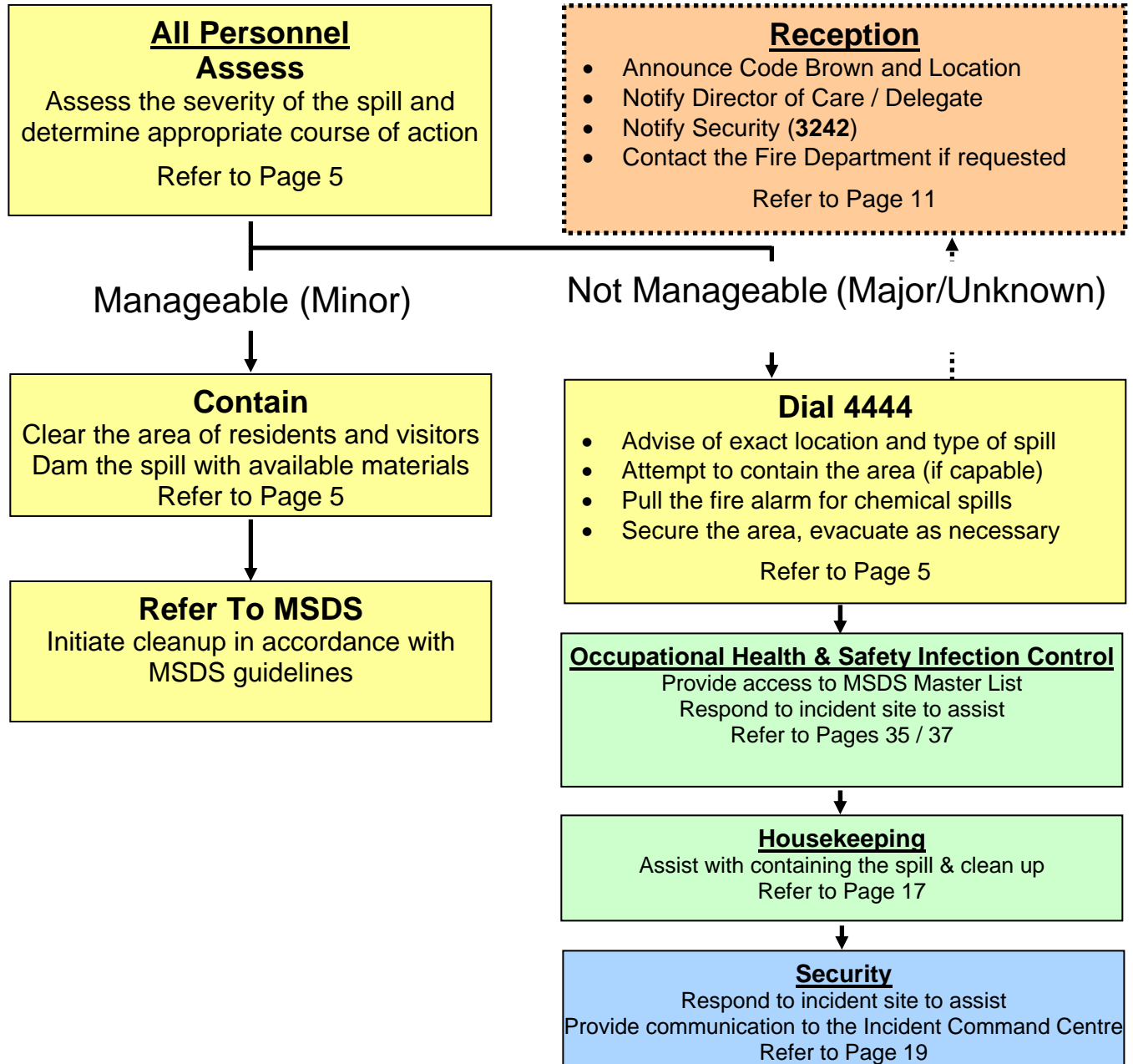


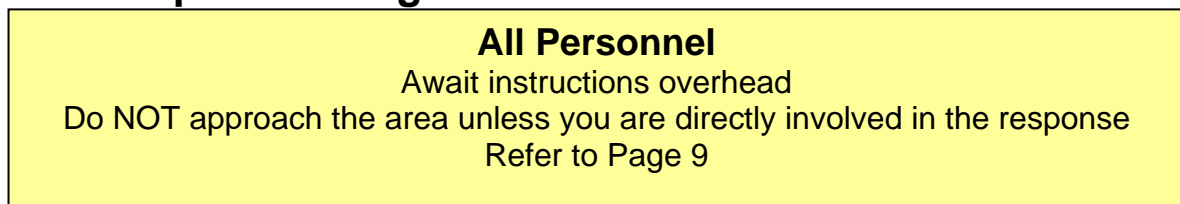
CODE BROWN

HAZARDOUS SPILL

Upon Discovering A Hazardous Spill



Upon Hearing A Code Brown Announcement



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Table of Contents

1.0	General Overview	1
1.1	Plan to be Used In Case of a Hazardous Spill	1
1.2	Authority to Declare	1
1.3	Definitions	1
1.4	Support Equipment / Supplies	2
1.5	Common Sources of Hazardous Spills	3
1.6	Incident Command Centre	4
2.0	Response & Recovery – All Staff	5
	Response	5
2.1	Upon Occurrence or Discovery of a Chemical Spill	5
2.2	Upon Occurrence or Discovery of a Biological Spill	7
2.3	Upon Occurrence or Discovery of a Radiological Spill	8
2.4	Procedure If You Hear a Code Brown Announced Overhead	9
	Recovery	10
2.5	Upon Notification That the Crisis Has Concluded	10
3.0	Response & Recovery – Reception.....	11
	Response	11
3.1	Upon Notification of an Unknown Spill	11
3.2	Upon Notification of A Major Chemical Spill.....	12
3.3	Upon Notification of a Major Biological Spill.....	12
3.4	Upon Notification of a Major Radiological Spill	13
	Recovery	14
3.5	Upon Notification that the Crisis Has Concluded	14
4.0	Response & Recovery – Plant Maintenance	15
	Response	15
4.1	Upon Hearing Code Brown Announced Overhead	15
	Recovery	15
4.2	Upon Notification That the Crisis Has Concluded	15
5.0	Response & Recovery – Housekeeping Services.....	17
	Response	17

5.1	Upon Notification of A Minor Chemical or Biological Spill	17
5.2	Upon Hearing Code Brown Announced Overhead	17
	Recovery	17
5.3	Upon Notification That the Crisis Has Concluded	17
6.0	Response & Recovery – Protection Services	19
	Response	19
6.1	Upon Notification of a Minor Chemical Spill (Including Minor Mercury Spills)	19
6.2	Upon Receiving the Code Brown (Chemical Spill) Notification	19
6.3	Upon Receiving the Code Brown (Biological Spill) Notification	20
6.4	Upon Notification of a Minor Radiological Spill	20
6.5	Upon Receiving the Code Brown (Radiological Spill) Notification.....	21
	Recovery:	21
6.6	Upon Notification That the Crisis Has Concluded	21
7.0	Response & Recovery – Incident Command Centre	23
	Response	23
7.1	Incident Management System	23
7.2	Upon Receiving the Code Brown (Chemical Spill) Notification	24
7.3	Upon Receiving the Code Brown (Biological Spill) Notification.....	25
7.4	Upon Receiving the Code Brown (Radiological Spill) Notification.....	27
	Recovery	29
7.5	All Clear – Declaring a Return to Normal Operations	29
7.6	Upon Notification That the Crisis Has Concluded	29
8.0	Response & Recovery – Director of Care / Delegate	31
	Response	31
8.1	Upon Notification of a Minor Spill.....	31
8.2	Upon Receiving the Code Brown Notification	31
	Recovery	31
8.3	Upon Notification That the Crisis Has Concluded	31
9.0	Response & Recovery – Vice President, Long Term Care / Delegate	33
	Response	33

9.1	Upon Receiving the Code Brown Notification	33
	Recovery	33
9.2	All Clear – Declaring Return to Normal Operations	33
10.0	Response & Recovery – Occupational Health & Safety	35
	Response	35
10.1	Upon Hearing the Code Brown Announced Overhead	35
10.2	Upon Receiving the Code Brown (Biological Spill) Notification.....	35
10.3	Activating the Code Brown (Biological) Decontamination Process	35
	Recovery	36
10.4	Upon Notification That the Crisis Has Concluded	36
11.0	Response & Recovery – Infection Control	37
	Response	37
11.5	Upon Receiving the Code Brown (Biological Spill) Notification.....	37
11.6	Activating the Code Brown (Biological) Decontamination Process	37
	Recovery	38
11.7	Upon Notification That the Crisis Has Concluded	38
12.0	Appendix A – Spill Cart Contents and Usage	39

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1.0 General Overview

1.1 Plan to be Used In Case of a Hazardous Spill

A hazardous spill is defined as the escape from containment of any substance, which by its nature presents a threat to life or safety of the person or the environment through contact, absorption, inhalation or ingestion or a secondary threat of fire or explosion.

Only spills considered major, or unknown, will be announced overhead.

1.2 Authority to Declare

Anyone that is aware of a **major chemical** or **biological** or **unknown spill** is authorized to activate a Code Brown. The fire alarm will be activated to shut down the ventilation systems.

1.3 Definitions

Minor Spill

- Hazardous chemical or biological spill, which is physically less than 4 litres
- Radiological spill of any physical size, which displays a radioactivity level less than 5 times the annual limit on intake¹ (5 ALI)
- Easily contained
- Minimal personnel / equipment required for isolation and clean up
- Evacuation unlikely or very limited

Major Spill

- Hazardous chemical or biological spill, which is physically equal to or greater than 4 litres
- Radiological spill of any physical size, which displays a radioactivity level greater than 5 times the annual limit on intake (5 ALI)
- Genuine threat to personnel or environment by virtue of:
 - Airborne contamination
 - Fire
 - Explosion
 - Highly infectious agents
- Greater number of personnel / equipment required for isolation and clean up
- Limited evacuation likely; extended evacuation possible
- Probable Hazardous Materials (HAZMAT) team or Fire Department involvement

Unknown Spill

- When it is unknown what the substance is, or how harmful it is to people in the area, the spill will be considered a major spill until proven otherwise
- When the spill substance is unknown, refer to “Response & Recovery – All Personnel 1.0 Upon Occurrence or Discovery of a Chemical Spill” for response

NOTE: WHEN IN DOUBT, A SPILL SHOULD BE CONSIDERED MAJOR

¹ Please refer to <http://www.uottawa.ca/services/ehss/radali.htm> for chart on annual limit intakes based on radio-isotope involved

Hazardous Chemical

Any substance, having properties which are corrosive, flammable, explosive, oxidizing, reactive, or poisonous, or any substance containing chemical material.

Chemical Classifications

- Class A – Compressed Gas
- Class B – Combustible and Flammable Material
- Class C – Oxidizing Material
- Class D – Div. 1, 2, 3 – Poisonous and Infectious
- Class E – Corrosive Material
- Class F – Dangerously Reactive Material

Radiological

Any substance that is itself a radioisotope, or which contains radioisotopes, is considered radioactive. (I.e. bodily fluids from a person containing unsealed sources of radiological material)

Biological

Biological agents are substances containing living organisms (i.e. bacteria or viruses) that have the potential to cause infection/disease some of which could have person-to-person spread. Biological agents are classified in three categories in accordance to their risk factor:

1.4 Support Equipment / Supplies

Material Safety Data Sheets (MSDS)

When responding to a spill, personnel should check departmental Material Safety Data Sheet (MSDS) Manual for possible hazardous substances located in the area.

The MSDS Master list is maintained by Materials Management. Copies are located in:

- Occupational Health & Safety

Hazardous Spill Containment Kit

The Hazardous spill containment kit is located in the Laundry room 1-3025 Level 3 Bay and Sydenham:

Spill Cleanup

It is the responsibility of the end-user in consultation with the Operations Officer, to arrange proper cleanup of any and all hazardous spills in accordance with departmental protocol or MSDS procedures. Housekeeping will not clean up any spill; they will only act in a supportive role either by assisting in containing a spill or cleaning the area after the initial clean up process has been completed.



1.5 Common Sources of Hazardous Spills

1.5.1 Mercury (AKA: Quicksilver, Hydragyrum)

Mercury, (elemental abbreviation Hg) is one of the few metals which are in a liquid phase at room temperature.

There are several medical devices that the Home has which may contain mercury. E.g. thermometers, sphygmomanometer gauges, fluorescent light bulbs (including compact and projector) etc. Typically, these items contain very small amounts of mercury, and would not require the use of Code Brown if they were to spill. However, specific steps need to be taken in order to isolate, clean and dispose of mercury safely.

The main effects of mercury exposure to humans are understood to be neurological, renal (kidney), cardiovascular and immunological impacts. Chronic exposure to mercury can cause damage to the brain, spinal cord, kidneys, liver and developing fetus. Exposure to mercury while in the womb can lead to neurodevelopmental problems in children. Mercury can impair the ability to feel, see, move and taste, and can cause numbness and tunnel vision. Long-term exposure can lead to progressively worse symptoms and ultimately personality changes, stupor, and in extreme cases, coma or death. Recent findings have described adverse cardiovascular and immune system effects at very low levels.

In the unlikely event of a mercury spill of greater than 2 tbsp, a Code Brown should be activated. When calling Reception for a mercury spill, state that the Fire Department does not need to be notified. An external company may be contacted by the Incident Command Centre to arrange for mercury cleanup and disposal.

To prevent mercury spills, the facility has endeavored to replace mercury containing devices with non-mercury containing equipment whenever possible. The fluorescent bulbs in use have lowest amount of mercury possible but still present a hazard.

Clean-up of the spill should be done with the mercury spill kit. A normal vacuum should NEVER be used to clean up mercury as it can disperse harmful mercury vapours.

Proper PPE (Personal Protective Equipment) should always be worn when mercury is involved. This should include nitrile gloves, eye protection, closed toe footwear, and a gown. Respiratory protection is not routinely required since the clean up procedures involve the use of a vapour suppressing powder and amalgamation powder, both of which reduce aerosolizing of mercury vapours.

1.5.2 Raw Sewage Spill

Any raw sewage spill represents a biological hazard. In sufficient quantities (greater than 4 litres) raw sewage spills represent a Code Brown. However, any raw sewage spill, regardless of the quantity, will be dealt with internally and does not require the notification of the Fire Department. When calling Switchboard for a raw sewage spill Code Brown, state that the Fire Department does not need to be notified.

To prevent raw sewage spills care should always be taken to ensure that materials not compatible with the Home sewage system are disposed of properly.

1.6 Incident Command Centre

Weekdays 0800 – 1600 hours

Upon receiving notice of a hazardous spill the Director of Care / Delegate, with the help of Security, will immediately establish an Incident Command Centre² within the Sydenham 2 South Boardroom and assume command of the situation until the Director of Protection Services / Representative of Emergency Management, Security & Life Safety³ arrive to coordinate the response and recovery activities.

After hours normal hours

Upon receiving notice of a hazardous spill the Charge Nurse, with the help of Security, will immediately establish an Incident Command Centre within Sydenham 2 South Boardroom and assume command of the situation until the Representative of Emergency Management, Security & Life Safety arrives to coordinate the response and recovery activities.

The person acting as the Incident Commander (e.g., Director of Protection Services / Delegate) must be prepared to transfer command to a higher authority (e.g. Fire Department), or apply unified command⁴.

² "Incident Command Centre" is a centrally located space available to coordinate and manage resources. "Incident Command" reports to the corporate Emergency Operations Centre (if active).

³ Representative may be, but is not limited to: Director of Protection Services; Manager of Emergency Planning & Life Safety or Mobile Patrol Supervisor.

⁴ "Unified Command" is a team effort which allows all departments / agencies with responsibility for the incident, to jointly provide management direction to an incident through a common set of incident objectives and strategies established at the command level.

2.0 Response & Recovery – All Staff

Response

2.1 Upon Occurrence or Discovery of a Chemical Spill

If the spill is minor (i.e. less than 4 litres) - A CODE BROWN IS NOT NECESSARY:

- Look for injured persons in the affected area and remove them to fresh air if possible to do so without becoming a casualty, activate a “**Nurse Stat**” call if required
- Isolate and contain the spill by damming and closing doors
- Assess the severity and size of the spill to determine whether it is minor or major
- Clean up the spill, according to departmental protocol or **MSDS** instructions
- If assistance is required to contain the spill or to mop the area after the initial clean up notify:
 - Security to obtain the spill kit for containment
- Ensure that **MSDS** instructions for decontamination and disposal are followed
- If chemical has been spilled on a person’s skin:
 - Move the person to the nearest shower, they should remove all clothing and shower for 15 minutes with soap and water.
 - Change into uncontaminated clothing and report to the Kingston General Hospital Emergency Department immediately
- If chemical has been spilled in a person’s eyes, or has been ingested or inhaled, review first aid measures (i.e. copious amounts of water to the eyes for a minimum of 15 minutes, etc.) and have that person report to the Kingston General Hospital Emergency Department immediately
- Contact Occupational Health & Safety Nurse & Manager / Delegate

If the spill is major (i.e. greater than 4 litres), or, the chemical is unknown:

- Initiate a limited evacuation of the immediately threatened area
- Pull the nearest fire alarm pull station**
 - Notify Reception (**4444**) providing:
 - Name and position
 - Location
- Name of chemical spilled if known
- Move to a safe place near the area and await the arrival of Security and the Fire Department
- Be prepared to provide detailed information to the Incident Command Centre
- Ensure the **MSDS** instructions for decontamination and disposal are followed
- If chemical has been spilled on a person’s skin:

- Move the person to the nearest shower, they should remove all clothing and shower for 15 minutes with soap and water.
- Change into uncontaminated clothing and report to the Kingston General Hospital Emergency Department immediately
- If chemical has been spilled in a person's eyes, or has been ingested or inhaled, review first aid measures (i.e. copious amounts of water to the eyes for a minimum of 15 minutes, etc.) and have that person report to the Kingston General Hospital Emergency Department immediately
- Contact Occupational Health Nurse & Manager / Delegate

2.1.3 Procedure If You Discover a Mercury Spill (Less Than 2 Tbsp)

Monday – Friday during regular hours

- Turn off fans and room air conditioners
- Close the door to the affected area and restrict access to required staff only
- Notify Housekeeping and request the hazardous spill kit, if necessary
- Immediately notify the Plant Maintenance of the mercury spill and request their assistance in:
 - Controlling and containing the spill
 - Shutting down HVAC to the area of the spill
- Notify Security (**internal extension 3242 or 613-549-6666 ext. 4142**)
- Notify Director of Care / Delegate⁵
- Notify Occupational Health & Safety
- If the mercury beads have made contact with the employee's skin or eyes, immediately implement first aid measures (i.e. copious amounts of water to the eyes for a minimum of 15 minutes). Should treatment beyond first aid only and/or consultation be required, the exposed employee should report to the Occupational Health & Safety department during normal business hours or the Kingston General Hospital Emergency Department after hours

After-hours, Weekends & Statutory Holidays

- Turn off fans and room air conditioners
- Immediately notify the Plant Maintenance On-Call of the mercury spill and request their assistance in:
 - Controlling and cleaning up the spill
 - Shutting down HVAC to the area of the spill
- Notify Security (**internal extension 3242 or 613-549-6666 ext. 4142**)
- Close the door to the affected area and restrict access to required staff only

⁵ Delegate is the next level of appointed authority.

- Notify Charge Nurse / Delegate
- Notify Director of Providence Care Occupational Health & Infection Control
- If the mercury beads have made contact with the employee's skin or eyes, immediately implement first aid measures (i.e. copious amounts of water to the eyes for a minimum of 15 minutes). Should treatment beyond first aid only and/or consultation be required, the exposed employee should report to the Occupational Health & Safety department during normal business hours or the Kingston General Hospital Emergency Department after hours

2.1.4 Procedure If You Discover a Mercury Spill Greater Than 2 Tbsp (Code Brown)

- Wash hands and other exposed areas with soap and water immediately
- If clothing is contaminated, remove clothing as soon as possible and place in a plastic bag; shower with soap and water
- Notify Reception @ **4444** providing:
 - Name and position
 - Location
 - Give details regarding mercury spill (**state that the Fire Department does NOT need to be notified**)
- Turn off fans and room air conditioners
- List other people who have been in the immediate area for follow up if required
- Notify:
 - Security (**internal extension 3242 or 613-549-6666 ext. 4142**)
 - Director of Care / Charge Nurse / Delegate
 - Occupational Health & Safety

2.2 Upon Occurrence or Discovery of a Biological Spill

If the spill is minor (i.e. less than 4 litres) - A CODE BROWN IS NOT NECESSARY:

- Clean up the spill, according to departmental protocol or **MSDS** instructions, wearing the appropriate personal protective equipment
- If assistance is required to contain the spill or to mop the area after the initial clean up notify:
 - Security to obtain the spill kit for containment (**internal extension 3242 or 613-549-6666 ext. 4142**)
 - Housekeeping
 - Occupational Health & Safety
- Ensure that **MSDS** instructions for decontamination and disposal are followed
- If a biological agent has been spilled on a person's skin:

- Move the person to the nearest shower, they should remove all clothing and shower for 15 minutes with soap and water
- Change into uncontaminated clothing and report to the Kingston General Hospital Emergency Department immediately
- If a biological agent has been spilled in a person's eyes, or has been ingested or inhaled, review first aid measures (i.e. copious amounts of water to the eyes for a minimum of 15 minutes, etc.) and have that person report to the Kingston General Hospital Emergency Department immediately
- Contact Occupational Health Nurse & Manager / Delegate

If the spill is major (i.e. greater than 4 litres), or, the biological agent is unknown:

- Infection Control and Occupational Health must be notified immediately by medical personnel, nursing personnel or the health unit if there is any suspicion or indication of exposure of personnel or clients to an infectious agent due to a bio-terrorist act

In the event that you are aware of a non-controlled biological agent, whether by spill or attack (i.e. suspicious powder found in mail):

- If the substance is large in quantity or unable to be contained (e.g. airborne dusts) evacuate the area immediately
- Notify **Reception @ 4444** providing:
 - Name and position
 - Location
 - Nature of emergency
- Turn off fans and room air conditioners
- Leave the room, close the door and keep others from entering the room
- Wash hands and other exposed areas with soap and water immediately
- If clothing is contaminated, put on an N95 class mask and remove clothing as soon as possible and place in a plastic bag; shower with soap and water; the clothing may be taken away for testing to identify the substance and biological agents
 - In the case of full body contamination, move the person to the nearest shower, they should remove all clothing and shower for 15 minutes with soap and water.
 - Change into uncontaminated clothing and report to the Kingston General Hospital Emergency Department immediately
- List other people who have been in the immediate area for follow up if required

2.3 Upon Occurrence or Discovery of a Radiological Spill

- Look for injured persons in the affected area and remove them to fresh air if possible to do so without becoming a casualty, activate a "**Nurse Stat**" call if required
- Isolate and contain the spill by damming and closing doors

- Initiate a limited evacuation of the contaminated area of unnecessary, uncontaminated personnel
- If qualified, measure the level of radioactivity in the spill

If the spill is minor (any size but displays less than 5 Annual Limit Intakes⁶ (ALI)) - A CODE BROWN IS NOT NECESSARY:

Notify:

- Security to obtain the spill kit for containment
- Radiation Protection Officer
- Ensure that decontamination procedures are followed

If the spill is major (greater than 5 ALI):

- Notify Reception (**4444**) providing:
 - Name and position
 - Location
 - Nature of emergency
- Move to a safe place near the area and await the arrival of the Radiation Protection Officer

If not qualified to measure the level of radioactivity in the spill:

- Notify Reception (**4444**) providing:
 - Name and position
 - Location
 - Nature of emergency
- Move to a safe place near the area and await the arrival of the Radiation Protection Officer
- If radioactive material has been spilled on a person's skin or in eyes, or has been ingested or inhaled, review first aid measures (i.e. copious amounts of water to the eyes for a minimum of 15 minutes, etc.) and have that person report to the Kingston General Hospital Emergency Department immediately
- Contact Occupational Health Nurse & Manager / Delegate

2.4 Procedure If You Hear a Code Brown Announced Overhead

2.4.1 All Home Personnel in the Affected Area

- Cease all unnecessary activity
- Move self and other personnel to a safe location

2.4.2 All Home Personnel Not In the Affected Area

⁶ Please refer to <http://www.uottawa.ca/services/ehss/radali.htm> for chart on annual limit intakes based on radio-isotope involved

- Do not call Reception** unless it is urgent
- Do not approach the area**
- Continue with normal duties unless directed otherwise

Recovery

2.5 Upon Notification That the Crisis Has Concluded

- For all major spills, complete a comprehensive electronic occurrence report
- Attend a debriefing session
- Resume normal duties

3.0 Response & Recovery – Reception

(After normal Reception hours the 4444 number is answered by the Kingston Hospitals’ Security Control Centre Operator and will perform all Reception job actions listed below)

Response

Caller information:

Name & Title:	
Location of spill:	
Type of spill:	

After Being Contacted by the Incident Command Centre

Location of the Incident Command Centre:	
Contact Number for Incident Command Centre:	

3.1 Upon Notification of an Unknown Spill

- Announce overhead three times “**CODE BROWN (location)**”
- Obtain the location and contact number for the Incident Command Centre from Security / Director of Care / Delegate as soon as possible**

Notify:

Monday to Friday (During normal business hours 0800 – 1600)

- Fire Department (**911**) (When speaking to Fire Department **do not** use the term Code Brown. Instead, state “Unknown Substance Spill”)\
- Security Control Centre **via 3242 from Reception Console or 613-549-6666 ext. 4142** from an external line
- Housekeeping to obtain the Hazardous Spill kit from Laundry room 1-3025 on Sydenham 3 at Bay and Sydenham
- Director of Care / Delegate
- Administration
- Occupational Health & Safety

Monday – Friday (After normal business hours), Weekends & Holidays

- Fire Department (911) (When speaking to Fire Department **do not** use the term Code Brown. Instead, state “Unknown Substance Spill”)
- Security Control Centre **via 3242 from Reception Console or internal extension 3242 or 613-549-6666 ext. 4142** from an external line
- Charge Nurse
- Administrator On-Call
- Director of Providence Care Occupational Health & Infection Control

3.2 Upon Notification of A Major Chemical Spill

- Announce overhead three times “**CODE BROWN (location)**”
- Obtain the location and contact number for the Incident Command Centre from Security / Director of Care / Delegate as soon as possible**

Notify: (Fire Department notification is not necessary for mercury spills):

Monday to Friday (During normal business hours 0800 – 1600)

- Fire Department (911) (When speaking to Fire Department **do not** use the term Code Brown. Instead, state “Chemical Spill”)
- Security Control Centre **via 3242 from Reception Console or internal extension 3242 or 613-549-6666 ext. 4142** from an external line
- Director of Care / Delegate
- Administration
- Occupational Health & Safety (2260)

Monday – Friday (After normal business hours), Weekends & Holidays

- Fire Department (911) (When speaking to Fire Department **do not** use the term Code Brown. Instead, state “Chemical Spill”)
- Security Control Centre **via 3242 from Reception Console or internal extension 3242 or 613-549-6666 ext. 4142** from an external line
- Charge Nurse / Delegate
- Administrator On-Call
- Director of Providence Care Occupational Health & Infection Control

3.3 Upon Notification of a Major Biological Spill

- Announce overhead three times “**CODE BROWN (location)**”
- Obtain the location and contact number for the Incident Command Centre from Security / Director of Care / Delegate as soon as possible**

Notify:**Monday to Friday (During normal business hours 0800 – 1600)**

- Fire Department **(911)** (When speaking to Fire Department **do not** use the term Code Brown. Instead, state “Biological Spill”)
- Security Control Centre **via 3242 from Reception Console or internal extension 3242 or 613-549-6666 ext. 4142** from an external line
- Director of Care / Delegate
- Infection Control via cell phone
- Occupational Health & Safety **(2260)**
- On-call Infectious Disease Physician
- Administration

Monday to Friday (After normal business hours), Weekends and Holidays

- Fire Department **(911)** (When speaking to Fire Department **do not** use the term Code Brown. Instead, state “Biological Spill”)
- Charge Nurse / Delegate
- Security Control Centre **via 3242 from Reception Console or internal extension 3242 or 613-549-6666 ext. 4142** from an external line
- Administrator On-Call
- Director of Providence Care Occupational Health & Infection Control
- Infection Control Practitioner (through fan out list numbers)
- On-call Infectious Disease Physician

3.4 Upon Notification of a Major Radiological Spill

- Announce overhead three times **“CODE BROWN (location)”**
- Obtain the location and contact number for the Incident Command Centre from Security / Director of Care / Delegate as soon as possible**

Notify:**Monday to Friday (During normal business hours 0800 – 1600)**

- Fire Department **(911)** (When speaking to Fire Department **do not** use the term Code Brown. Instead, state “Radiological Spill”)
- Security Control Centre **(via 3242 from Reception Console or internal extension 3242 or 613-549-6666 ext. 4142** from an external line
- Director of Care / Delegate
- Radiation Protection Officer
- Occupational Health & Safety
- Administration

Monday to Friday (After normal business hours), Weekends and Holidays

- Fire Department **(911)** (When speaking to Fire Department **do not** use the term Code Brown. Instead, state “Radiological Spill”)
- Security Control Centre **via 3242 from Reception Console or internal extension 3242 or 613-549-6666 ext. 4142** from an external line
- Charge Nurse / Delegate
- Radiation Protection Officer
- Administrator On-Call
- Director of Providence Care Occupational Health & Infection Control

Recovery**3.5 Upon Notification that the Crisis Has Concluded**

- Announce over the public address system three times, **“CODE BROWN, ALL CLEAR”**
- Refer any media inquiries to the Providence Care Communications Office

4.0 Response & Recovery – Plant Maintenance

Response

4.1 Upon Hearing Code Brown Announced Overhead

Supervisor Plant Maintenance / Delegate

- Report to the area of the spill and assist as necessary
- Assign Plant Maintenance staff to shut down air handling equipment or mechanical sources of ignition, if necessary

Plant Maintenance Staff

- Take direction from the Supervisor Plant Maintenance / Delegate
- Contain the spill around the perimeter and avoid contact with the substance

Recovery

4.2 Upon Notification That the Crisis Has Concluded

Supervisor Plant Maintenance / Delegate

- Ensure any required documentation is completed and delivered to Occupational Health and Safety
- Attend a debriefing session
- Resume normal duties

Plant Maintenance Staff

- Attend a debriefing session
- Resume normal duties

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5.0 Response & Recovery – Housekeeping Services

Response

5.1 Upon Notification of A Minor Chemical or Biological Spill

Supervisor of Housekeeping / Delegate⁷

- Send a Housekeeper to the area to arrange in cleaning the area after the spill has been initially cleaned by the staff on site

Housekeepers

- Assist, as required, with the cleaning of the area after the spill has been initially cleaned

5.2 Upon Hearing Code Brown Announced Overhead

Supervisor of Housekeeping / Delegate

- Report to the area of the spill and assist as necessary

Housekeepers in the Area of the Spill

- Obtain the Hazardous Spill kit from the laundry room (1-3025) on Sydenham 3 at Bay and Sydenham
- Take direction from the Supervisor of Housekeeping / Delegate
- Assist, as required, with the containment of the spill,
 - Contain the spill around the perimeter and avoid contact with the substance
- Assist, as required, with the cleaning of the area after the spill has been initially cleaned by the HAZMAT company

Recovery

5.3 Upon Notification That the Crisis Has Concluded

Supervisor of Housekeeping / Delegate

- Ensure any required documentation is completed and delivered to Occupational Health and Safety
- Attend a debriefing session
- Resume normal duties

Housekeepers

- Attend a debriefing session
- Resume normal duties

⁷ Delegate refers to the next level of appointed authority. After hours the delegate would be the Charge Nurse.

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6.0 Response & Recovery – Protection Services

Response

NOTE: For unknown spills, respond using:

6.2 Upon Receiving the Code Brown (Chemical Spill) Notification

6.1 Upon Notification of a Minor Chemical Spill (Including Minor Mercury Spills)

Kingston Hospitals' Security Control Centre Operator

Notify:

- Mobile Patrol Supervisor, if he/she is not already aware

Mobile Patrol Supervisor

- Proceed to the site and assist as necessary
- If entering the affected area, don appropriate Personal Protective Equipment (gown, gloves, goggles, etc.)
- Notify the Security Control Centre (**internal extension 3242 or 613-549-6666 ext. 4142**) should the incident escalate
- Proceed to the site and obtain:
 - Name and position of person reporting the spill
 - Name of substance believed to have been spilled
 - Details of the cause of the spill
- Assist as required with the isolation and containment of the spill

6.2 Upon Receiving the Code Brown (Chemical Spill) Notification

Kingston Hospitals' Security Control Centre Operator

Notify:

- Director of Protection Services / Delegate⁸
- Mobile Patrol Supervisor, if he/she is not already aware

Mobile Patrol Supervisor

- Attend Providence Manor and **cautiously**, proceed to the site and obtain:
 - Name and position of person reporting the spill
 - Name of substance believed to have been spilled
 - Details of the cause of the spill
- Assist the Director of Care and / or Charge Nurse / Delegate⁹ with establishing the Incident Command Centre in the Sydenham 2 Board Room – **refer to INCIDENT**

⁸ Delegate refers to the next level of appointed authority. After hours, this would be the Emergency Management On-Call Person.

⁹ Delegate refers to the next level of appointed authority. After hours, this would be the Charge Nurse / Delegate.

COMMAND CENTRE section 7.2 Upon Receiving The Code Brown (Chemical Spill) Notification

- If entering the affected area, don appropriate Personal Protective Equipment (gown, gloves, goggles, etc.)
- Be prepared to transfer command to a higher authority (Director of Protection Services, Administrator On-Call, etc.)
- Assist as required with the isolation and containment of the spill, under direction of the HAZMAT team and the Fire Department

6.3 Upon Receiving the Code Brown (Biological Spill) Notification**Kingston Hospitals' Security Control Centre Operator Notify:**

- Director of Protection Services / Delegate
- Mobile Patrol Supervisor, if he/she is not already aware

Mobile Patrol Supervisor

- Attend Providence Manor and **cautiously**, proceed to the site and obtain:
 - Name and position of person reporting the spill
 - Name of substance believed to have been spilled
 - Details of the cause of the spill
- Assist the Director of Care and / or Charge Nurse / Delegate with establishing the Incident Command Centre in the Sydenham 2 Board Room – **refer to INCIDENT COMMAND CENTRE section 7.4 Upon Receiving the Code Brown (Biological Spill) Notification**

- Oversee the Security response under direction of Infection Control and assist, as required

6.4 Upon Notification of a Minor Radiological Spill**Kingston Hospitals' Security Control Centre Operator Notify:**

- Director of Protection Services / Delegate
- Mobile Patrol Supervisor, if he/she is not already aware

Mobile Patrol Supervisor

- Attend Providence Manor and **cautiously**, proceed to the site and obtain:
 - Name and position of person reporting the spill
 - Name of substance believed to have been spilled
 - Details of the cause of the spill
- If entering the affected area, don appropriate Personal Protective Equipment (gown, gloves, goggles, etc.)

- Assist as required with the isolation and containment of the spill, under direction of the Radiation Protection Officer (if available)
- Notify the Security Control Centre (**internal extension 3242 or 613-549-6666 ext. 4142**) should the incident escalate

6.5 Upon Receiving the Code Brown (Radiological Spill) Notification

Kingston Hospitals' Security Control Centre Operator

Notify:

- Director of Protection Services / Delegate
- Mobile Patrol Supervisor, if he/she is not already aware

Mobile Patrol Supervisor

- Attend Providence Manor and **cautiously**, proceed to the site and obtain:
 - Name and position of person reporting the spill
 - Name of substance believed to have been spilled
 - Details of the cause of the spill
- Assist the Director of Care and / or Charge Nurse / Delegate with establishing the Incident Command Centre in the Sydenham 2 Board Room – **refer to INCIDENT COMMAND CENTRE section 7.3 Upon Receiving The Code Brown (Radiological Spill) Notification**
- Be prepared to transfer command to a higher authority (Administrator On-Call, Radiation Protection Officer, etc.)
- If entering the affected area, don appropriate Personal Protective Equipment (gown, gloves, goggles, etc.)
- Assist as required with the isolation and containment of the spill, under direction of the Radiation Protection Officer

Recovery:

6.6 Upon Notification That the Crisis Has Concluded

Kingston Hospitals' Security Control Centre Operator

Notify:

- Director of Protection Services / Delegate, if not already aware
- Mobile Patrol Supervisor, if he/she is not already aware

Mobile Patrol Supervisor

- Ensure that a comprehensive electronic occurrence report is filed immediately
- Participate in a debriefing session

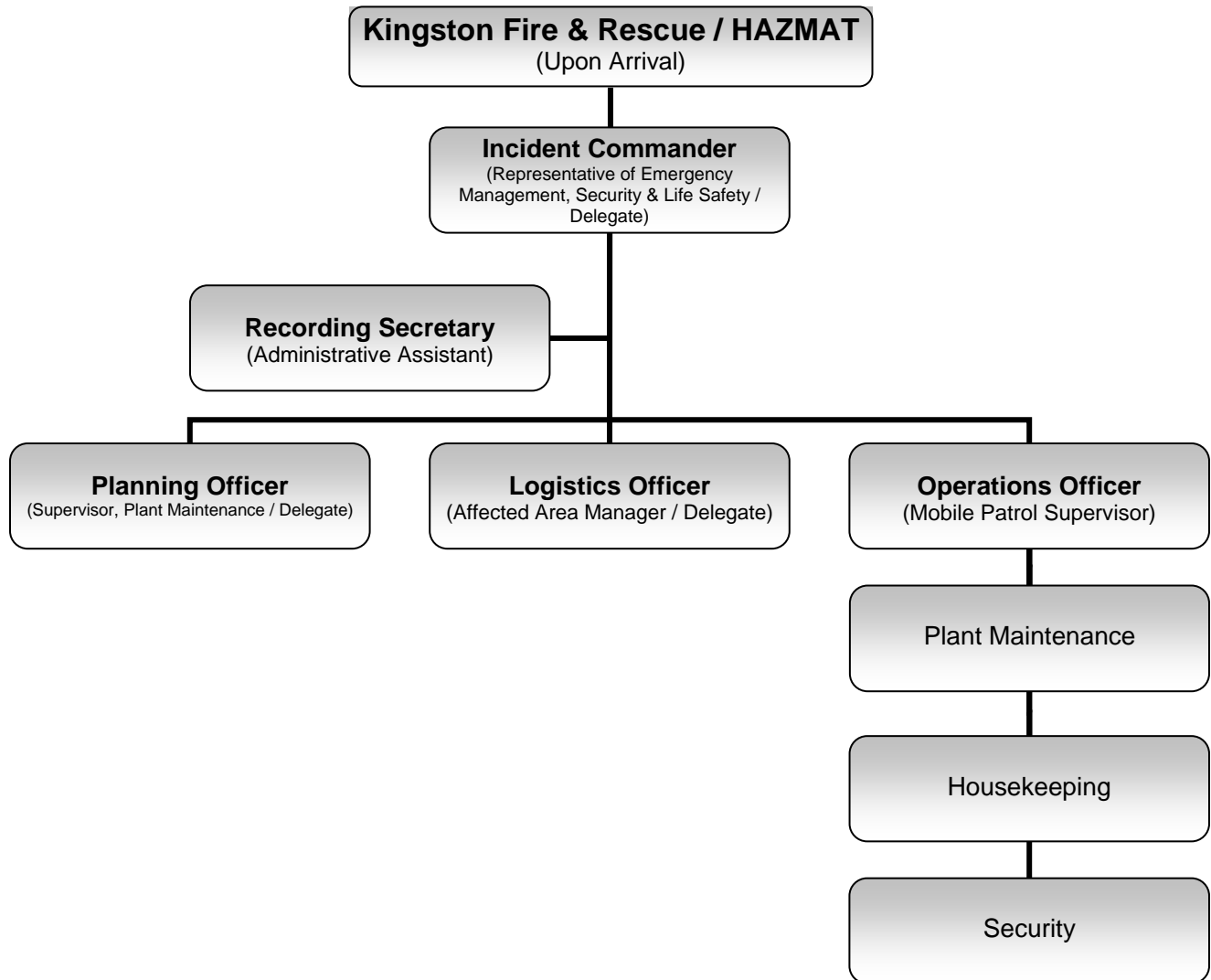
Security Officers

- Await direction from the Incident Commander or Mobile Patrol Supervisor
- Participate in a debriefing session

7.0 Response & Recovery – Incident Command Centre

Response

7.1 Incident Management System



Incident Commander

Appoint the following positions, only if the regular assigned persons are not available

- Planning Officer _____
- Logistics Officer _____
- Operations Officer _____
- Recording Secretary _____

NOTE: For unknown spills, respond using 7.2 Upon Receiving the Code Brown (Chemical Spill) Notification**7.2 Upon Receiving the Code Brown (Chemical Spill) Notification****Incident Commander – Representative of Emergency Management, Security & Life Safety¹⁰**

- If the spill affects the Sydenham wing, consider relocating the Incident Command Centre and Reception
- Establish the Incident Command Centre (in the Sydenham 2 South Boardroom)
- Notify Reception (4444) that the Incident Command Centre has been established and provide the location and contact number
- Request Logistics Officer to contact contracted HAZMAT disposal company (**Newalta (Drain-All) 1-800-265-3868**) to be prepared to respond
- Notify, if not already aware:
 - Director of Facilities Management (or Plant Maintenance On-call person after hours)
 - Director of Housekeeping (or Housekeeping On-call person, after hours)
 - Director of Occupational Health & Safety & Infection Control / Delegate
 - Director of Communications / Delegate to prepare for media inquiries
- Be prepared to transfer command to a higher authority (e.g., HAZMAT Team / Fire Department / CEO), or initiate unified command
- Oversee the Security response under direction of the HAZMAT team and the Fire Department and assist, as required
- Keep the V.P. Long Term Care / Delegate updated

Planning Officer – Supervisor, Plant Maintenance / Delegate

- In the absence of the Director of Protection Services or Manager of Emergency Planning & Life Safety, assume command of the incident until the arrival of a higher authority (i.e. Fire / HAZMAT / Administrator On-Call)
- Initiate the recall of off-duty Home personnel, as required
- Ensure the continuation of Home / care functions in the remainder of the facility
- Prepare for the termination of the emergency and any debriefing requirements
- In consultation with the Incident Commander notify:
 - City of Kingston's Environment Division (**613-384-1770**)
 - Utilities Kingston (**613-546-1181**)
 - Ministry of Environment Spills Action Centre (**1-800-268-6060**)

¹⁰ Representative may be, but is not limited to: Director of Protection Services; Manager of Emergency Planning & Life Safety or Mobile Patrol Supervisor.

Logistics Officer – Director of Care / Delegate

- Ensure the **Hazardous Spill Containment Kit** has been delivered to the incident site
- Contact the Kingston General Hospital Emergency Room to provide details of the spill and the number of casualties / personnel requiring decontamination
- If an on-site area has been used to decontaminate any person (i.e. a shower) ensure the area is isolated until it can be decontaminated
- Provide a change of clothing to Infection Control for any decontaminated person (e.g. a disposable gown)
- Be prepared to provide logistical support for the Incident Command Centre in the event of an extended emergency (e.g. support materials necessary to continue operations)
- Upon direction from the Incident Commander contact the designated hazardous waste removal company and provide:
 - Contact #
 - Address
 - Product name (if possible)
 - Other pertinent information

Operations Officer – Mobile Patrol Supervisor

- Be aware that radios and cell phones may not function well below grade
 - Use a relay system by assigning a responder to repeat communications from a stairwell if radio reception is poor
- Ensure a Security Officer / Delegate has been dispatched to the designated entrance to meet the Fire Department
- Ensure a Security Officer / Delegate is en route to the spill site to obtain:
 - Name and position of person reporting the spill
 - Name of substance believed to have been spilled
 - Details of the cause of the spill

Recording Secretary

- Document all response actions in the Incident Command Centre

7.3 Upon Receiving the Code Brown (Biological Spill) Notification**Incident Commander – Representative of Emergency Management, Security & Life Safety¹¹**

- If the spill affects the Administration wing, consider relocating the Incident Command Centre and Reception

¹¹ Representative may be, but is not limited to: Director of Protection Services; Manager of Emergency Planning & Life Safety or Mobile Patrol Supervisor.

- Establish the Incident Command Centre (in the Sydenham 2 Board Room)
- Notify Reception (**4444**) that the Incident Command Centre has been established and provide the location and contact number
- Request Logistics Officer to contact contracted HAZMAT disposal company (**Newalta (Drain-All) 1-800-265-3868**) to be prepared to respond
- Notify, if not already aware:
 - Supervisor of Plant Maintenance (or Plant Maintenance On-call person after hours)
 - Supervisor of Housekeeping (or Housekeeping On-call person, after hours)
 - Occupational Health & Safety & Infection Control
 - Director of Communications / Delegate to prepare for media inquiries
- Be prepared to transfer command to a higher authority (e.g. Director, Occupational Health, Infection Control / V.P. Long Term Care), or initiate unified command
- Oversee the response under a unified command with the Director, Occupational Health, Infection Control
- Keep the V.P. Long Term Care / Delegate updated

Planning Officer – Supervisor, Plant Maintenance / Delegate

- In the absence of the Director of Protection Services or Manager of Emergency Planning & Life Safety, assume command of the incident until the arrival of a higher authority (i.e. Fire / Administrator On-Call)
- Initiate the recall of off-duty Home personnel, as required
- Ensure the continuation of Home / care functions in the remainder of the facility
- Prepare for the termination of the emergency and any debriefing requirements
- In consultation with the Incident Commander notify:
 - Utilities Kingston (**613-546-1181**)
 - Ministry of Environment Spills Action Centre (**1-800-268-6060**)
 - Notify City of Kingston's Environment Division (**613-384-1770**)

Logistics Officer – Director of Care / Delegate

- Ensure the **Hazardous Spill Containment Kit** has been delivered to the incident site
- Contact the Kingston General Hospital Emergency Room to provide details of the spill and the number of casualties / personnel requiring decontamination
- If an on-site area has been used to decontaminate any person (i.e. a shower) ensure the area is isolated until it can be decontaminated
- Provide a change of clothing to Infection Control for any decontaminated person (e.g. a disposable gown)
- Be prepared to provide logistical support for the Incident Command Centre in the event of an extended emergency (e.g. support materials necessary to continue operations)

- Upon direction from the Incident Commander contact the designated hazardous waste removal company and provide:
 - Contact #
 - Address
 - Product name (if possible)
 - Other pertinent information

Operations Officer – Mobile Patrol Supervisor

- Ensure a Security Officer / Delegate has been dispatched to the designated entrance to meet the Fire Department
- Ensure a Security Officer / Delegate is en route to the spill site to obtain:
 - Name and position of person reporting the spill
 - Name of substance believed to have been spilled
 - Details of the cause of the spill

Recording Secretary

- Document all response actions in the Incident Command Centre

7.4 Upon Receiving the Code Brown (Radiological Spill) Notification

Incident Commander – Representative of Emergency Management, Security & Life Safety¹²

- If the spill affects the Administration wing, consider relocating the Incident Command Centre and Reception
- Establish the Incident Command Centre (in the Sydenham 2 Board Room)
- Notify Reception (**4444**) that the Incident Command Centre has been established and provide the location and contact number
- Ensure the Radiation Protection Officer has been notified by Reception / Delegate
- Request Logistics Officer to contact contracted HAZMAT disposal company (**Newalta (Drain-All) 1-800-265-3868**) to be prepared to respond
- Notify, if not already aware:
 - Director of Facilities Management (or Plant Maintenance On-call person after hours)
 - Supervisor of Housekeeping (or Housekeeping On-call person, after hours)
 - Director of Occupational Health & Safety & Infection Control
 - Director of Communications / Delegate to prepare for media inquiries
- Be prepared to transfer command to a higher authority (e.g., HAZMAT Team / Fire Department / V.P. Long Term Care), or initiate unified command
- Oversee the response under a unified command with the Radiation Protection Officer

¹² Representative may be, but is not limited to: Director of Protection Services; Manager of Emergency Planning & Life Safety or Mobile Patrol Supervisor.

- Keep the V.P. Long Term Care / Delegate updated

Planning Officer – Supervisor, Plant Maintenance / Delegate

- In the absence of the Director of Protection Services or Manager of Emergency Planning & Life Safety, assume command of the incident until the arrival of a higher authority (i.e. Fire / HAZMAT / Administrator On-Call)
- Initiate the recall of off-duty Home personnel, as required
- Ensure the continuation of Home / care functions in the remainder of the facility
- Prepare for the termination of the emergency and any debriefing requirements
- In consultation with the Incident Commander notify:
 - Utilities Kingston **(613-546-1181)**
 - Ministry of Environment Spills Action Centre **(1-800-268-6060)**
 - Notify City of Kingston's Environment Division **(613-384-1770)**

Logistics Officer – Director of Care / Delegate

- Ensure the **Hazardous Spill Containment Kit** has been delivered to the incident site
- Contact the Kingston General Hospital Emergency Room to provide details of the spill and the number of casualties / personnel requiring decontamination
- If an on-site area has been used to decontaminate any person (i.e. a shower) ensure the area is isolated until it can be decontaminated
- Provide a change of clothing to Infection Control for any decontaminated person (e.g. a disposable gown)
- Be prepared to provide logistical support for the Incident Command Centre in the event of an extended emergency (e.g. support materials necessary to continue operations)
- Upon direction from the Incident Commander contact the designated hazardous waste removal company and provide:
 - Contact #
 - Address
 - Product name (if possible)
 - Other pertinent information

Operations Officer – Mobile Patrol Supervisor

- Ensure a Security Officer / Delegate has been dispatched to the designated entrance to meet the Fire Department
- Ensure a Security Officer / Delegate is en route to the spill site to obtain:
 - Name and position of person reporting the spill
 - Name of substance believed to have been spilled
 - Details of the cause of the spill

Recording Secretary

- Document all response actions in the Incident Command Centre

Recovery**7.5 All Clear – Declaring a Return to Normal Operations**

For **minor** radiological spills only it will be the responsibility of the Radiation Protection Officer to determine that it is safe to resume normal duties in an area where the radiological spill occurred.

For **major** radiological spills the Radiation Protection Officer will consult with the Hospital's Incident Command Centre to determine that it is safe to resume normal duties in an area where the radiological spill occurred.

Incident Commander

- In consultation with the V.P. Long Term Care, HAZMAT Team, Fire Department, and / or other relevant personnel, determine whether the crisis has concluded and authorize the Reception to announce the "All Clear"

7.6 Upon Notification That the Crisis Has Concluded**Incident Commander**

- Notify the Housekeeping department that the spill has been initially cleaned by the hazmat contractor, but needs follow up from Housekeeping
- Conduct a debriefing session with members of the Incident Command Centre
- Prepare for a debriefing session between the Incident Command Centre and Providence Care Emergency Operations Centre, if activated

Planning Officer

- Ensure that all documentation is collected for debrief preparation
- Participate in a debriefing session

Logistics Officer

- Ensure equipment used has been returned and in proper storage
- Participate in a debriefing session

Operations Officer

- Ensure that a comprehensive electronic occurrence report is filed immediately
- Participate in a debriefing session

Recording Secretary

- Document all recovery actions in the Incident Command Centre
- Participate in a debriefing session
- Resume normal duties

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8.0 Response & Recovery – Director of Care / Delegate¹³

Response

8.1 Upon Notification of a Minor Spill

- Oversee the clean-up in accordance with the material safety data sheet
- Be prepared to initiate Code Brown should the situation escalate
- Ensure necessary documentation is completed and submitted to the appropriate Government agencies, as required

8.2 Upon Receiving the Code Brown Notification

- Ensure a staff member has been assigned to obtain the Hazardous Materials Spill kit from the laundry room (1-3025) on Sydenham 3 at Bay and Sydenham. This will be done by Housekeeping when they have staff on duty, after Housekeeping is off duty, a delegate will need to obtain the kit
- If chemical is known, create multiple copies of the material safety data sheet (available from Occupation Health & Safety) for distribution to staff in the area and to be passed on to the Fire Department once they arrive
- If you have reported to the spill location or Incident Command Centre before being contacted by Reception, call to notify them that you have responded**
- Report to the Sydenham 2 South Boardroom to assist with the set-up of the Incident Command Centre with help from Security, if it is not already established
- After normal hours, if the Incident Management System has not yet been established, start the process and assume Incident Commander role until the arrival of the Representative of Emergency Management, Security & Life Safety¹⁴. Refer to the INCIDENT COMMAND CENTRE section related to the type of spill**

Recovery

8.3 Upon Notification That the Crisis Has Concluded

- Resume normal duties
- Ensure any required documentation is completed and delivered to Occupational Health and Safety
- Participate in a debriefing session with the Incident Command Centre members and any involved staff

¹³ Delegate Refers to the next level of appointed authority, in this case, the Assistant Director of Care / Charge Nurse

¹⁴ Representative may be, but is not limited to; Director of Protection Services; Manager of Emergency Planning & Life Safety or Mobile Patrol Supervisor.

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9.0 Response & Recovery – Vice President, Long Term Care / Delegate¹⁵

Response

9.1 Upon Receiving the Code Brown Notification

- Obtain a situation report from Affected Area Manager / Delegate / Emergency Management, Security & Life Safety:
 - If there is a recommendation to commence further evacuation consider the following:
 - Implementation of Corporate Emergency Operations Centre (See EOC Implementation Plan)
 - Implementation of Code Green (Evacuation)
 - Implementation of Crisis Communication Plan

Recovery

9.2 All Clear – Declaring Return to Normal Operations

- In consultation with HAZMAT, Fire and relevant officials, determine whether the crisis has concluded, that it is safe to resume normal operations, and authorize the Reception to announce the “All Clear”
- Implement a course of action to manage a major disruption of Home routine, if necessary
- Arrange for a debrief session between the Incident Command Centre and the Emergency Operations Centre, if activated
- Arrange for a debrief session with involved personnel
- Determine the need for a Critical Incident Stress Debriefing (EAP)¹⁶ for involved personnel.**

¹⁵ Delegate refers to the next level of appointed authority, in this case, the Director of Care / Assistant Director Care

¹⁶ “EAP” is an Employee Assistance Program available free of charge to personnel of Providence Manor through the Providence Care Occupational Health & Safety department.

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10.0 Response & Recovery – Occupational Health & Safety

Response

10.1 Upon Hearing the Code Brown Announced Overhead

- If you have reported to the spill location before being contacted by Reception, call to notify them that you have responded**
- If requested, provide access to the MSDS master list
- Prepare to respond to the Code Brown site to assist in assessment/treatment of any affected personnel
- Once on site assume command of any personnel persons requiring medical treatment and suggest course of action required
- Liaise with the Incident Command Centre to provide updates via unified command

10.2 Upon Receiving the Code Brown (Biological Spill) Notification

- Report to the area of the spill to ensure proper infection control procedures are in effect
- If you have reported to the spill location before being contacted by Reception, call to notify them that you have responded**
- Reference the Infection Control Manual section **3-70 (Biological Disasters/Events)**
- Determine if the decontamination process needs to be activated:
 - No:
 - Continue to monitor the area until cleaned
 - Yes:
 - Notify the Kingston General Hospital Emergency Department to activate the decontamination process due to transfer of contaminated personnel
 - Dependent on the nature of the contaminants, provide secure showering facilities and a change of clothing prior to transport

10.3 Activating the Code Brown (Biological) Decontamination Process

- Notify KFL&A Public Health of activation of the decontamination process

Decontamination process activated:

- Non-disposable items will be gathered, placed in plastic containers, sealed and placed in biohazard bags. Hold items on-site in a suitable area until they can be properly decontaminated.
- The disinfectant to be used for decontamination of a biological spill is: 0.5% hydrogen peroxide 1:16 dilution for 5 minutes. Clean the area first thoroughly to remove organic matter, and then disinfect.

- Inspect the affected area and equipment and authorize the personnel in the area to resume normal duties once it has been thoroughly cleaned and disinfected
 - Report to the Incident Command Centre for debriefing
 - Following decontamination, Infection Control will follow-up with **stable** residents being held in the isolation area waiting room of the KGH Emergency Room
 - In consultation with KFL&A Public Health and/or Infectious Diseases, determine whether residents are potentially infectious or incubating a serious disease where person-to-person transmission is a concern
- If they are not:**
- Residents will be discharged (possibly under home quarantine) with follow-up by KFL&A Public Health
- If they are:**
- Residents who do not require admission for medical reasons but who require strict quarantine (determined by KFL&A Public Health) will need to be transported to quarantine facilities
 - A line listing of all residents, including their home address and phone number for the ensuing 3 weeks, will be completed for each resident by an Infection Control Practitioner prior to their discharge and the list will be given to KFL&A Public Health
- Following decontamination, Infection Control will follow-up with **unstable** residents being treated in the isolation area treatment area of the KGH emergency room
 - In consultation with KFL&A Public Health and/or Infectious Diseases, determine whether residents are potentially infectious or incubating a serious disease where person-to-person transmission is a concern
 - Assess residents, who require admission for medical reasons, as to isolation requirements

Recovery

10.4 Upon Notification That the Crisis Has Concluded

- Ensure spill area conforms to infection control policy
- Request any required documentation from those involved
- File necessary incident reports
- Resume normal duties

11.0 Response & Recovery – Infection Control

Response

11.5 Upon Receiving the Code Brown (Biological Spill) Notification

- Report to the area of the spill to ensure proper infection control procedures are in effect
- If you have reported to the spill location before being contacted by Reception, call to notify them that you have responded**
- Reference the Infection Control Manual section **3-70 (Biological Disasters/Events)**
- Determine if the decontamination process needs to be activated:

No:

- Continue to monitor the area until cleaned

Yes:

- Notify the Kingston General Hospital Emergency Department to activate the decontamination process due to transfer of contaminated personnel
- Dependent on the nature of the contaminants, provide secure showering facilities and a change of clothing prior to transport

11.6 Activating the Code Brown (Biological) Decontamination Process

- Notify KFL&A Public Health of activation of the decontamination process

Decontamination process activated:

- Non-disposable items will be gathered, placed in plastic containers, sealed and placed in biohazard bags. Hold items on-site in a suitable area until they can be properly decontaminated.
- The disinfectant to be used for decontamination of a biological spill is: 0.5% hydrogen peroxide 1:16 dilution for 5 minutes. Clean the area first thoroughly to remove organic matter, and then disinfect.
- Inspect the affected area and equipment and authorize the personnel in the area to resume normal duties once it has been thoroughly cleaned and disinfected
- Report to the Incident Command Centre for debriefing
- Following decontamination, Infection Control will follow-up with **stable** residents being held in the isolation area waiting room of the KGH Emergency Room
 - In consultation with KFL&A Public Health and/or Infectious Diseases, determine whether residents are potentially infectious or incubating a serious disease where person-to-person transmission is a concern

If they are not:

- Residents will be discharged (possibly under home quarantine) with follow-up by KFL&A Public Health

If they are:

- Residents who do not require admission for medical reasons but who require strict quarantine (determined by KFL&A Public Health) will need to be transported to quarantine facilities
- A line listing of all residents, including their home address and phone number for the ensuing 3 weeks, will be completed for each resident by an Infection Control Practitioner prior to their discharge and the list will be given to KFL&A Public Health
- Following decontamination, Infection Control will follow-up with **unstable** residents being treated in the isolation area treatment area of the KGH emergency room
- In consultation with KFL&A Public Health and/or Infectious Diseases, determine whether residents are potentially infectious or incubating a serious disease where person-to-person transmission is a concern
- Assess residents, who require admission for medical reasons, as to isolation requirements

Recovery

11.7 Upon Notification That the Crisis Has Concluded

Decontamination process not activated:

- Ensure spill area conforms to infection control policy
- Resume normal duties

12.0 Appendix A – Spill Cart Contents and Usage

1. Evaluate the spill situation – CALL 4444 CODE BROWN

2. Don Personal Protective Equipment from the spill kit

Goggles



Gloves



3. Block any floor drain with a neoprene drain cover



4. Confine spill area with absorbent sock, and absorbent booms



5. Absorb confined area with absorbent mats and / or granular absorbent



6. Package and dispose of used material in an approved container for transportation of hazardous materials.



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