

SECTION:	EMERGENCY PLANNING/LOSS OF SERVICES	APPROVED BY:	Director
NUMBER:	E. 165	SIGNATURE:	
RESPONSIBILITY:	All Managers	DATE:	October 13, 2013
REFERENCE POLICY:		REVISED:	July 2022
SUBJECT:	Code Grey – External Release		Page 1 of 2

POLICY

Woodingford Lodge recognizes that the potential for contamination of the air surrounding the Lodge exists. A code grey will be implemented in the case of an external event that causes considerable contamination of the air surrounding the Lodge (i.e. chemical spill). Notification to implement this procedure will likely come from an outside agency (i.e. police, fire department, Ministry of the Environment, Emergency Measures of Ontario, etc.

- External Air Exclusion is achieved by shutting down the air handling equipment and ensuring that all external doors and windows are closed.
- Access to and from the outside must be restricted as much as possible to maintain the internal air quality.
- Staff and residents should be encouraged to place towels or blankets at the base of doors and windows to minimize leakage.

Upon receiving notification from the appropriate agency, the RN will:

1. Gather all pertinent information available from the caller (obtain a call-back phone number so that further information can be gathered as required).
2. Implement the Code Grey Procedure and notify the on-call Manager. Decision to implement will be based on information available from the agency reporting the condition and the apparent risk involved. Implementation will be performed on advisement of the reporting agency – i.e. police, fire department, Ministry of the Environment, Emergency Measures of Ontario, etc.

IMPLEMENTATION:

To implement the Code Grey procedure, the Manager, RN or other designate to take the following actions:

1. Announce twice over the Public Address System:
“Attention staff – Code Grey is in effect. Please ensure all exterior doors and windows are closed and standby for further instructions.”
2. When available, have the Building Foreman shut down the air exchange system. When the Building Foreman is not on-site then the air exchange

system shall be shut down via the fire alarm system (stage II fire alarm). This should only be conducted in an emergency.

3. Once the situation is resolved and determined safe by the outside authorities, the RN shall announce twice over the Public Address System:

“Attention staff – Code Grey, All Clear please return to your regular duties.”