



CODE BROWN

HAZARDOUS MATERIAL SPILL EVENT

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	Executive Leadership Team	June 28, 2022
Approved By:	President & CEO Director of Facilities & Projects	

Haliburton Highlands Health Services
Emergency Preparedness & Response Manual

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Code Brown

Policy – Hazardous Material Spill Event

The purpose of Code Brown is to provide guidelines for Staff to follow during an in-house hazardous spill event. This plan provides for an organized and effective response to a hazardous spill on HHHS property. Providing for the safety of Patients, Residents, Clients, Visitors, Staff, and other occupants of the building in a hazardous material spill incident is the primary goal of Code Brown.

The Safety Data Sheet (SDS) for any product used in this Facility shall be readily available at all times for review by our Employees. SDS books are located in the Business Office, Nursing Stations for LTC & EMERG and the lower level by laundry in each Facility.

No Employee shall handle or use any product, whether obviously hazardous or not, unless they have received appropriate SDS training and have reviewed the SDS sheets for the product in question.

If a problem occurs in any process or procedure occurring in this Facility, safety will be the first priority. Evacuate the immediate area and activate the Code Brown response procedure immediately.

All hazardous material “Major Spills” in this Facility will be managed using the appropriate Command Center and Procedures found in the Emergency Response Plan, and will be thoroughly documented.

All hazardous materials spills will be reported to the Ontario Spills Action Centre and the Fire Department.

Ontario Spill Action Centre

1-800-268-6060

<https://www.ontario.ca/page/report-pollution-and-spills>

The Ontario Spills Action Centre will advise on clean up requirement and HAZMAT Contractors licensed in spill cleanup.

The participation of our local Fire Departments is limited to the provision of advice and the rescue of those contaminated by hazardous materials spills.

Our local Fire Departments do not perform cleanup of hazardous materials spills. This remains the responsibility of HHHS.

No Employee shall clean up any hazardous materials spills without reviewing the SDS sheet safe handling requirement, and the appropriate training and personal protective equipment (PPE).

All materials resulting from hazardous materials spills will be disposed of in a safe and responsible manner.

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All Code Brown incidents will be reported to the Joint Health & Safety Committee.

It should always be remembered that a Code Brown may lead to a Code Green – Evacuation, and Code Green procedures must be followed.

Definitions

Minor Spills - An incidental and/or minor chemical spill that an Employee can safely contain, clean up, and dispose of the spilled matter without risk to themselves or others. Each department is responsible for any spill that occurs in their area and they are expected to be familiar with the hazards of the materials used in their department.

Major Spills - Determined by the person in charge that the spill cannot be handled in a safe, competent manner by facility Staff, or if the nature of the substance cannot be determined. When an Employee is uncertain whether hazardous materials spills are minor or major, it shall be treated as a major spill.

Reporting - Spills meeting specific reporting criteria must be immediately reported to the

Ontario Spills Action Centre

1-800-268-6060

Refer to their website for current reporting criteria:

<https://www.ontario.ca/page/report-pollution-and-spills>

Generally, a spill must be immediately reported if it is not contained and harms or causes discomfort to any person, injures or damages property or animal life, impairs the quality of the natural environment, causes adverse health effects, presents a safety risk, renders property, plan or animal life unfit for use, leads to the loss of enjoyment of the normal use of property, or interferes with the normal conduct of business.

What to Report - You will need to provide information such as your name, phone number, name of the company or individual responsible for the spill, time and location of the spill, type and quantity of material spilled (if known), status of the spill, including actions being taken to control the spill.

CANUTEC Emergency Response Guide – Primarily a guide to aid first responders in quickly identifying the specific or generic hazards of the material(s) involved in an incident and protecting themselves and the general public during the initial response phase of the incident. The orange guidebooks are located in the in the Emergency Evacuation Kit in the CEO's office and at the ED Nursing Station.

Chemical Spill Containment Kit - The spill containment may be summoned from the Penthouse by Maintenance without the need to announce Code Brown and is located in the Penthouse.

Management Responsibilities

The Emergency Response Planning team consisting of at a minimum the Directors of Care and Director of Facilities & Projects will meet a minimum of once per year to review Code Brown, the Emergency Response Plan, and start the planning for the annual drills or mock exercises including: Code Red, Code Brown, and Code Green exercises.

- The Director of Facilities & Projects is responsible for the implementation of Code Brown and a review of the Code Brown procedures every 3-years
- The Director of Facilities & Projects will be accountable for the training of Code Brown with a focus on Maintenance Staff knowledge as designates to the Director of Facilities & Projects
- Select drills of Code Brown will be organized with the Maintenance Staff, HHHS Manager (or designates) to practice and identify areas of improvements. These drills will be summarized and shared with the Management Committee
- All HHHS Managers in each Fire Zone are responsible to ensure the Fire Doors are not blocked, and the magnetic door holders work. These are activated by the Fire Alarm system and release the Fire Doors to close automatically in the event of a Fire Alarm
- HHHS Managers are to ensure Staff are trained on SDS requirements, know the location of SDS Binders, support Drills, use of the Fire Panel, R.E.A.C.T., maintain the “Fan-Out List” with Staff contacts in the event of an emergency, and this policy and procedures
- The Director of Facilities & Projects, Acting Incident Manager, Maintenance Staff and Area Manager affected will perform an event debrief within 10-days of an event being over, and provide a report summarizing the event to the HHHS Management Committee and Joint Health & Safety Committee within 30-days

Employee Responsibilities

- All Staff are required to be trained on Workplace Hazardous Material Information System (WHMIS) and the Safety Data Sheets (SDS) and are never to use any chemical product for the first time without knowledge of the SDS for the chemical
- All Staff are to always maintain awareness of your situation, handling hazardous materials following SDS procedures and location of SDS Materials Binder located on the unit, Business Office, and on the HHS Intranet
- All Staff are to keep N95 Mask fit testing up to date
- Maintenance Staff are identified as designates to the Director of Facilities & Projects and need to be knowledgeable and provide leadership of Code Brown when required
- Maintenance Staff are to practice donning and doffing procedures for All Personal Protective Equipment on a semi-annual basis
- Maintenance is not qualified for confined space. There are limited locations that would be outsourced when required. No Staff are to enter or work in Confined Space. Approval from the Director of Facilities & Projects is required prior to any work
- All Staff are required to participate in training, drills, and debriefs that support Code Brown procedures
- All Staff must know the location of all Fire Zones, exits and routes to these exits from all areas of the building
- All Staff must obey the instructions of the Acting Incident Manager and the Municipal Chief Fire Official or Emergency Responders upon arrival

Equipment

Note: Spill Kits are located in Boiler Rooms at each site

Description	Source	Part Number	Quantity / Kit
20-gallon Drum Spill Kit	ULINE Canada	S-18303	2
Battery Acid Spill Kit	ULINE Canada	S-19486	2
OIL-DRI Bag	ULINE Canada	S-11683	6
Full Face Respirators	Abatement Technologies	3M 6900	2
Respirator Cartridges	Abatement Technologies	3M 6003	5
Respirator Cartridges	Abatement Technologies	3M 6006	5
Universal N95 Masks	Pandemic Supplies	3M 1870+	1 CTN
Face Shields	Pandemic Supplies		
Chemical Goggles	ULINE Canada	S-16223	5
Green Nitrile Chemical Resistant Gloves (XL)	ULINE Canada	S-19714	1 CTN
TYVEK Coveralls (S,M,L,XL,2XL)	ULINE Canada	S-11495	1 Box each
3M Barricade Caution Tape	ULINE Canada	S-17026	
Barricade Posts	ULINE Canada	H-8670	4 posts
Disposal Bags 16 gallon	ULINE Canada	S-21373	1 CTN
Wet/Dry Shop Vacuum	Home Hardware		2
Squeegees – 24" straight	ULINE Canada	H-1354	2

Appendices / Links:

Appendix 1 – Minor Spill Algorithm & Checklist Procedure

Appendix 2 – Major Spill Algorithm & Checklist Procedure

Appendix 3 – Safety Officer Responsibilities during a Spill Event

Appendix 4 – Maintenance Staff Responsibilities during a Spill Event

Appendix 5 – Emergency Decontamination Instructions

Appendix 6 – Emergency Evacuation Kit Contents

Command Center Job Action Checklist Procedures and Documents can be found within the Emergency Preparedness & Response Manual.

References

Ontario Regulation O. Reg. 246/22 Fixing Long Term Care Act, 2021,
<https://www.ontario.ca/laws/regulation/r22246>

Ontario Ministry of Environment
<https://www.ontario.ca/page/report-pollution-and-spills>
Call: **Ontario Spills Action Centre 1-800-268-6060**

HHHS SDS Binder;

HHHS SDS Binders are located at both Haliburton & Minden Sites as follows: Business Office, ER Desk, Lower Level next to Laundry and on the HHHS Intranet.

<https://hhhsonca.sharepoint.com/Emergency%20Response/Forms/AllItems.aspx?RootFolder=%2FEmergency%20Response%2FSafety%20Data%20Sheets&FolderCTID=0x012000417C6BCEA47BDB4B812ABCC8A94B8740>

CANUTEC
www.tc.gc.ca/canutec/en/menu.htm
Call: **(613) 992-4624**

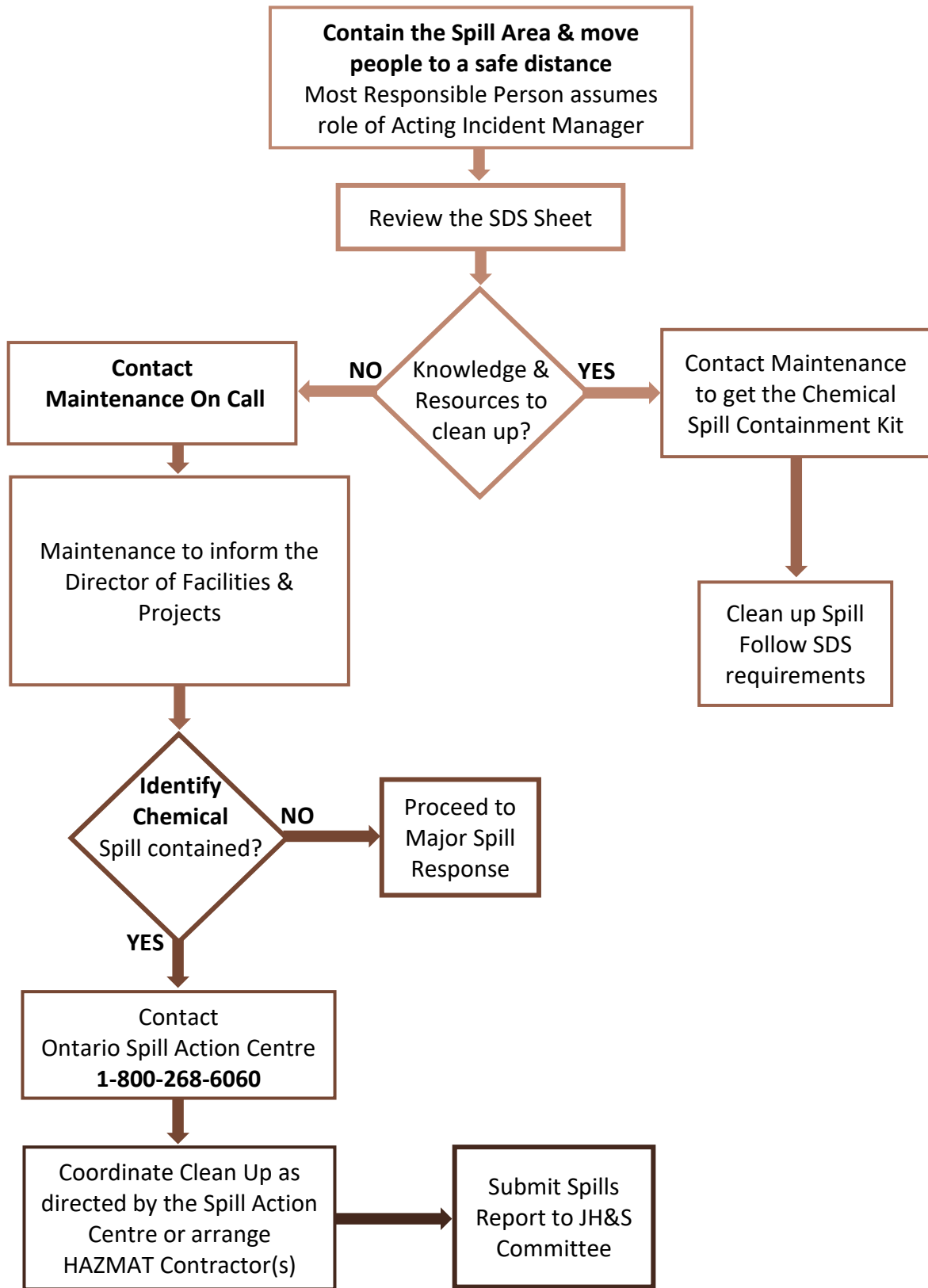
Canadian Workplace Hazardous Materials Information System
https://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/sds.html

LINKS Infectious Control Chapter 30 – Hazardous Materials Spills On-Site in “Disaster Planning for Health Care Facilities” by James A. Hanna (1995)

“HHHS Cytotoxic Drug Spill Policy and Procedure”; see Paradigm Reference under Acute Care and Emergency: <http://rmhsrvw005/hhhs/Viewers/P3Document.aspx?ItemID=26391&dLink=0>

“HHHS Blood and Body Fluid Spills Policy and Procedure”; see HHHS Paradigm reference under Acute Care and Emergency:
<http://rmhsrvw005/hhhs/Viewers/P3Document.aspx?ItemID=26133&dLink=0>

Appendix 1 – Minor Spills - Algorithm



Minor Spills – Checklist Procedure

DATE _____ TIME _____
LOCATION _____ COMPLETED BY _____

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

A Minor Spill is considered contained and not exposed to drains or ventilation systems. Immediately upon identifying a spill, consult the SDS Binder for the chemicals data sheet for Safe Handling procedures.

HHHS SDS Binders are located at both Haliburton & Minden Sites as follows: Business Office, ER Desk, Lower Level next to Laundry and on the HHHS Intranet.

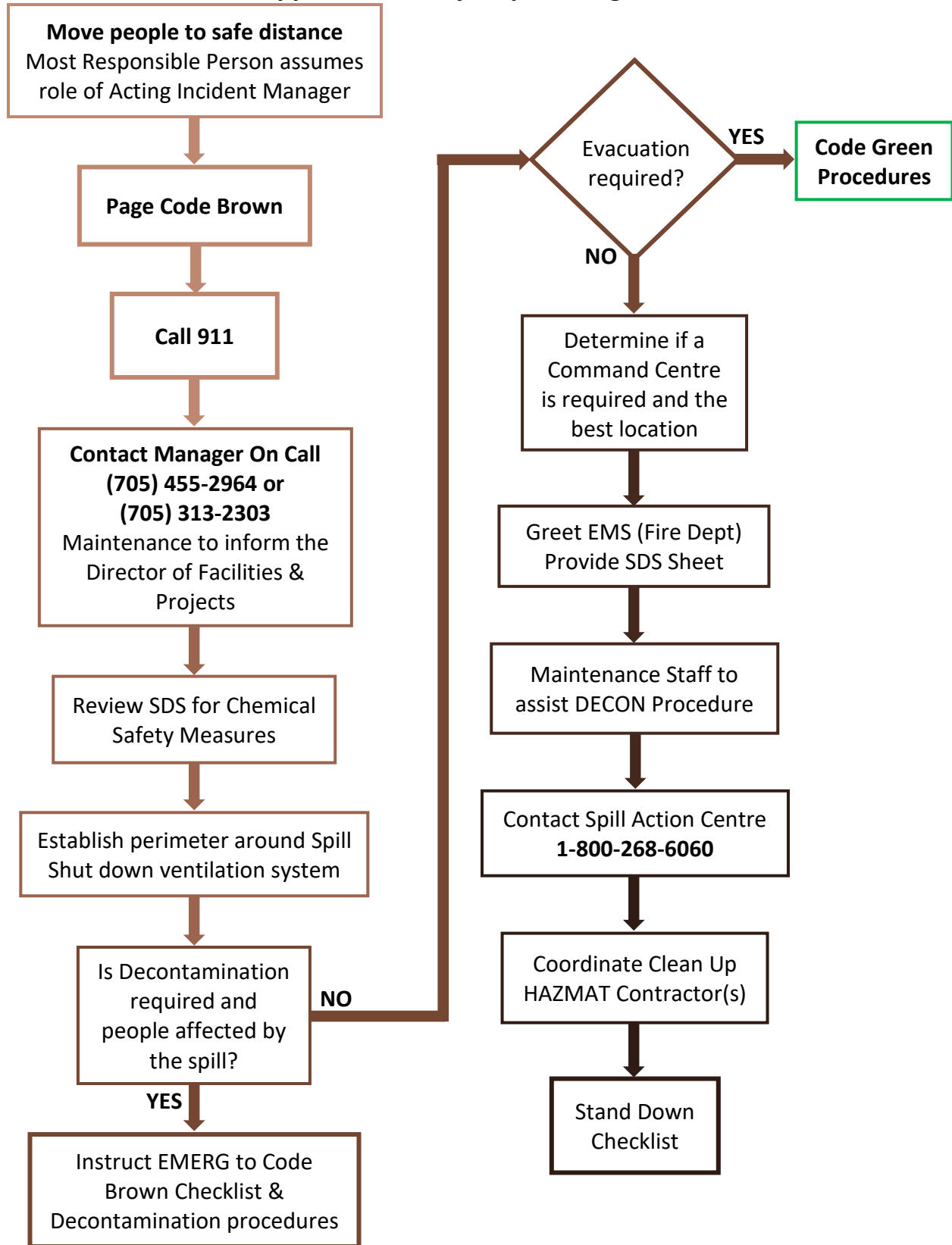
The Acting Incident Manager Shall:

TIME	INIT	ACTIONS
TIME	INIT	1. Upon identifying a chemical spill, all Staff need to remain calm and move others to a safe distance.
TIME	INIT	2. Staff are to refuse entry to any additional persons at the spill site and to notify the Most Responsible Person of the Department where the spill is discovered.
TIME	INIT	3. The Most Responsible Person of the Department assumes the role of Acting Incident Manager.
TIME	INIT	4. Consider the need to activate a Code Brown based upon the size and nature of the spill by: identifying the chemical, reviewing the SDS data sheet for the chemical or the CANUTEC Emergency Response Guidebook located in the Emergency Evacuation Kit.
TIME	INIT	5. The Acting Incident Manager shall assess the spill with the SDS data sheet to consider the following: i. What is the name of the chemical?
TIME	INIT	ii. What is the nature of the chemical? Is it: 1. Flammable 2. Highly Reactive 3. Harmful vapors or dust particles 4. Corrosive and attacks skin, clothing, equipment, or facilities 5. Poisonous by ingestion or absorption 6. Radioactive or antineoplastic agent
TIME	INIT	iii. What are the recommended safety measures? 1. Distance 2. Barrier 3. Personal Protective Equipment

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TIME	INIT	ACTIONS
TIME	INIT	iv. What are the cleanup and disposal measures recommended in the SDS Data Sheet?
TIME	INIT	6. The Acting Incident Manager to assess if HHHS Staff have the knowledge required to clean up the spill i. If YES, proceed to Step 7 ii. If NO, activate Code Brown and proceed to Step 12
TIME	INIT	7. Contact Maintenance-On-Call Staff for the Chemical Spill Containment Kit located in the Penthouse in Haliburton and the Boiler Room in Minden and implement cleanup using resources at hand. Table 2 outlines Maintenance Responsibilities in the event of a Minor Spill.
TIME	INIT	8. Contain and cleanup the spill following the SDS Data Sheet requirements.
TIME	INIT	9. Dispose of the spill and cleanup materials following the SDS Data Sheet requirements.
TIME	INIT	10. Inform the Acting Incident Manager who will inform Staff that the area can be returned to normal use.
TIME	INIT	11. The Acting Incident Manager is to complete a Safety Incident Report and forward to the Joint Health & Safety Committee.
TIME	INIT	12. The Acting Incident Manager to contact the Manager On Call (705) 455-2964 or (705) 313-2303 to review with the Director of Facilities & Projects: i. Is the spill contained? No drains or ventilation? ii. Identify the chemical or substance iii. Assess the requirements to Activate Code Brown
TIME	INIT	13. The Acting Incident Manager will use the Fire Panel PA System to announce "Code Brown, Chemical Spill", followed by the Fire Zone Description and Chemical Name, at least three times (3x)
TIME	INIT	14. The Acting Incident Manager will proceed with Major Spill immediate response procedure contained in this document.
TIME	INIT	15. The Acting Incident Manager must report the spill immediately to the Spills Action Centre (1-800-268-6060) when it meets the reporting guidelines as described above under Definitions and make arrangements for approved HAZMAT licensed Contractor(s) to clean up the spill.

Appendix 2 – Major Spills – Algorithm



Major Spills – Checklist Procedure

DATE _____ TIME _____
 LOATION _____ COMPLETED BY _____

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

A Major Spill is determined by the person in charge that the spill cannot be handled in a safe manner by facility Staff, or if the substance cannot be determined.

When uncertain whether the hazardous spill is Minor or Major, it shall be treated as a Major Spill.

The Acting Incident Manager Shall:

TIME	INIT	ACTIONS
TIME	INIT	1. Upon identifying a chemical spill, all Staff need to remain calm, think clearly and move others to a safe distance.
TIME	INIT	2. The Most Responsible Person of the Department assumes role of Acting Incident Manager until relieved by the Director of Facilities & Projects (or designate).
TIME	INIT	3. The Acting Incident Manager shall use the Fire Panel PA System to announce “ Code Brown ”, followed by the location and nature of spill, three times (3x). (Paging instructions are located at the Fire System Annunciator Panel located at the Haliburton ER Entrance, Hyland Crest Main Entrance or behind the Nurse’s Station on each floor of the Long-Term Care Homes).
TIME	INIT	4. The Acting Incident Manager shall Call 911 for assistance stating major spill and chemical, if known.
TIME	INIT	5. Contact the Manager On Call (705) 455-2964 or (705) 313-2303 who will contact the CEO and Director of Facilities & Projects (or designates).
		6. Contact and notify FM Global upon any property loss due to the spill. The FM Global Customer Service Desk number is 1 (800) 955-3632 or emailed at ENGCanadaCustomerServiceDesk@fmglobal.com
TIME	INIT	7. The Acting Incident Manager will assign a Safety Officer from the Staff to obtain and review the SDS Data Sheet (or CANTUC Emergency Guidebook). See Safety Officer Checklist in Table 1.
TIME	INIT	8. The Safety Officer will assess the spill considering the following and make this information available to the Emergency Responders when they arrive. <ul style="list-style-type: none"> i. What is the name of the chemical?

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TIME	INIT	ACTIONS
TIME	INIT	ii. What is the nature of the chemical? Is it: <ol style="list-style-type: none"> 1. Flammable 2. Highly Reactive 3. Harmful vapors or dust particles 4. Corrosive and attacks skin, clothing, equipment or facilities 5. Poisonous by ingestion or absorption 6. Radioactive or antineoplastic agent
TIME	INIT	iii. What are the recommended safety measures? <ol style="list-style-type: none"> 1. Distance 2. Barrier 3. Personal Protective Equipment
TIME	INIT	iv. What are the cleanup and disposal measures recommended in the SDS Data Sheet?
TIME	INIT	8. The Safety Officer will advise the Acting Incident Manager to verify all appropriate safety measures outlined in the SDS Data Sheet to be taken, call Maintenance On Call for assistance, review the procedure to shutdown the ventilation system when necessary, establish a perimeter around the spill to protect Occupants and Visitors to the building. Table 2 outlines Maintenance Staff Responsibilities in the event of a major spill.
TIME	INIT	9. The Acting Incident Manager to instruct the Emergency Department to the Code Brown Emergency Department Checklist contained in the Emergency Response Manual.
TIME	INIT	10. If safe to do so, The ER Staff will ensure all injured people are decontaminated prior to treatment following the Decontamination procedures contained within Code Brown outlined in Appendix 3 of this procedure.
TIME	INIT	11. The Acting Incident Manager will consider the need to evacuate the Fire Zone and/or Facility following Code Procedures.
TIME	INIT	12. The Acting Incident Manager will contact Director of Facility & Projects (or designate) to set up the Command Center procedures found in the Emergency Response Plan.
TIME	INIT	13. The Acting Incident Manager and Safety Officer will greet the Emergency Services (Fire Department), make the SDS Data Sheet information available to the Emergency Services and direct them to the incident location.
TIME	INIT	14. Maintenance to assist the Emergency Department with establishing a Decontamination Area and set up decontamination equipment as to the Code Brown Decontamination Procedure contained in the Emergency Response Manual.

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TIME	INIT	ACTIONS
TIME	INIT	15. Director of Facilities & Projects (or designate) will contact the Ontario Spills Action Centre 1-800-268-6060 to report the spill incident and make arrangements for approved HAZMAT licensed Contractors to clean up the spill.
TIME	INIT	16. When the Fire Chief, Acting Incident Manager, and Director of Facilities & Projects agree that the incident is over, announce " Code Brown, All Clear " three times (3x) on the Fire Panel Paging System. See Work Instruction in the Fire Panel or Emergency Response Manual.
TIME	INIT	17. The Director of Facilities & Projects will ensure that approved HAZMAT licensed Contractors have completed all clean-up activities and all affected sites are complete before allowing entry into the area.
TIME	INIT	18. The Director of Facilities & Projects will work with the Approved HAZMAT licensed Contractors that all contaminated materials are disposed of safely and in compliance with applicable regulations.
TIME	INIT	19. The Director of Facilities & Projects will ensure that Maintenance Staff cleans, restocks and returns the Spill Containment Kit and CBRN equipment to designated storage locations.
TIME	INIT	20. The Clinical Manager will ensure that all Staff receive medical screening following Decontamination.
TIME	INIT	21. The Acting Incident Manager, with the assistance of the Safety Officer, will ensure that any Staff chemical exposure, Chemical SDS, length of exposure, and PPE are documented appropriately for all Staff.
TIME	INIT	22. The Director of Facilities & Projects shall schedule a post-incident debrief and involve external parties who have relevant knowledge and experience with the incident, including Emergency Services, within 10-days of the incident All Clear.
TIME	INIT	23. The Director of Facilities & Projects shall collect and summarize all relevant documentation from the incident and debriefing, and summarize in a report with recommendations and preventative actions for review with HHHS Executive Leadership Team within 30-days.
TIME	INIT	24. The Director of Facilities & Projects shall review learnings and modify this procedure as required.

Appendix 3 – Safety Officer Responsibilities During a Spill Event

DATE _____ TIME _____

LOCATION _____ COMPLETED BY _____

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

The Safety Officer Shall:

TIME	INIT	ACTIONS
TIME	INIT	1. Review available information regarding the chemical, using the SDS Data Sheet from the SDS Binder or orange CANUTEC Response Guide located in the Command Center Kit.
TIME	INIT	2. Validate the distances and perimeters.
TIME	INIT	3. Ensure that no one enters affected area until cleared by the Fire Department.
TIME	INIT	4. Record and document any injuries/chemical exposures which have occurred.
TIME	INIT	5. Review correct use of PPE with the Employees performing final cleanup once area is cleared by the Fire Department.
TIME	INIT	6. Document equipment and exposure times for all Staff and Contractors involved in the cleanup
TIME	INIT	7. Ensure all cleanup materials are discarded of in a safe and approved manner.
TIME	INIT	8. Ensure the Acting Incident Manager is advised of any safety related concerns or issues.

Appendix 4 – Maintenance Responsibilities During a Spill Event

DATE _____ TIME _____
 LOCATION _____ COMPLETED BY _____

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

The Maintenance Staff, upon being notified of a Code Brown and under the direction of the Acting Incident Manager, shall:

TIME	INIT	ACTIONS
TIME	INIT	1. Maintenance Staff are to review SDS Data Sheet requirements for any spill response
TIME	INIT	2. Bring the Chemical Spill Containment Kit located in the Penthouse in Haliburton or Boiler Room in Minden to the incident locations.
TIME	INIT	3. Maintenance Staff will block any drains to minimize the extent of the spill. Exterior storm drains can be covered with rubber exit mats and the Spill Kit contains sorbent sock to minimize chemical spill.
TIME	INIT	4. One Maintenance Staff shall proceed to the Main Entrance to ensure the driveway is kept clear for Fire Truck and HAZMAT vehicles. Greet the Fire Department and HAZMAT Contractor(s) and direct them to the incident location.
TIME	INIT	5. Maintenance shall consult with the Acting Incident Manager and consider the need to shut down the ventilation system in the affected area.
TIME	INIT	6. Advise the Acting Incident Manager regarding the presence of other sensitive building systems which might be affected by the spill.
TIME	INIT	7. Assist the Emergency Department setting up the Decontamination Areas and the decontamination equipment as needed.
TIME	INIT	8. Be prepared to assist with final cleanup once the Fire Chief and/or HAZAMAT Contractor(s) declare the site safe.
TIME	INIT	9. Restock the facilities Spill Kit supplies.

Appendix 5 – Emergency Decontamination Instructions

DATE _____ TIME _____
 LOCATION _____ COMPLETED BY _____

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

Upon being notified of a Code Brown, Emergency Department (ED) Staff shall immediately:

TIME	INIT	ACTIONS
TIME	INIT	1. Contact the Acting Incident Manager and determine any likely Patients.
TIME	INIT	2. Determine the need to assemble CBRN equipment for Decontamination of Patients, Residents, Clients, Visitors, and Staff.
TIME	INIT	3. If Patient load is likely to be significant, establish a separate area in the Emergency Department, or nearby, for the treatment of Patients from the spill incident.
TIME	INIT	4. Clear all non-critical Patients from the Emergency Department
TIME	INIT	5. Consider the need to contact EMS dispatch and place Hospital on redirect status.
TIME	INIT	6. Follow the Decontamination guidelines as follows:

Decontamination

When Patients, Residents, Clients, Visitors, or Staff require Decontamination, it is impractical to perform full Decontamination at the incident site. For this reason, when Decontamination is required, this will consist of two stages:

Gross Decontamination

1. Spread a large sheet of plastic (10 ft x 10 ft) on the floor.
2. Place a hamper, lined with a plastic bag, on one corner of the plastic sheet.
3. Each affected Patient, Resident, Client, Visitor, or Staff will step onto the sheet.
4. Each affected Patient, Resident, Client, Visitor, or Staff will remove all PPE except the mask, and all clothing.
5. These will be placed in the hamper.
6. Each affected Patient, Resident, Client, Visitor, or Staff will walk along sterile corridor, leaving mask in place.
7. Each affected Patient, Resident, Client, Visitor, or Staff will be re-dressed in scrubs and slippers.
8. They will then proceed down the sterile corridor, exiting the building and re-entering by means of the Full Decontamination procedure.
9. The last to decontaminate will be the cleanup crew. They will remain in PPE, moving along the sterile corridor, collecting/bagging discarded clothing, equipment, and plastic as they go.
10. They will collect the plastic sheets and flooring of the sterile corridor as they go, returning the space to normal conditions.
11. Upon exit from the building, the materials collected will be placed in approved storage containers, sealed and marked for collection.
12. Upon arrival at the Full Decontamination site, they will doff their PPE and clothing, proceed through the Full Decontamination procedure, dressing in scrubs, at the end of the process.

NOTE: It is known that ninety percent or more of all contaminants are eliminated by the simple removal of clothing. This procedure is safe and minimizes the potential contamination of other locations, while controlling the water run-off generated by the full decontamination process.

Establishing the Sterile Corridor

1. Select suitable location (at least 10 ft x 10 ft) immediately adjacent to spill site entry point.
2. Spread a single sheet of heavy, construction-grade plastic across the entire floor.
3. Place a hamper, lined with a plastic bag, on one corner of the plastic sheet.
4. Select most direct route between spill site entry point and nearest building exit.
5. Any Patients, Residents, Clients, or Visitors located along that route will require relocation or confinement to their rooms with the doors closed. All other activities along that corridor will be suspended for the duration of the procedure.
6. Spread a heavy, construction-grade plastic runner, 5 ft wide, from spill site entry point to nearest building exit.
7. Place a supply of scrub clothing 20 ft along this corridor from the disposal hamper.
8. From the exit door, define direct route to Full Decontamination area using barrier tape.
9. Place appropriate containers just outside exit door for disposal of items by cleanup crew.

Full Decontamination

1. Accomplished using methods/procedures identified by the orange CANUTEC Emergency Response Guidebook.
2. Accomplished using the CBRN decontamination equipment located adjacent to the ED.
3. Will be performed only by pre-designated and trained Staff in appropriate PPE.
4. Avoid using clinical Staff for Decontamination, where possible.
5. Precedes any medical treatment except in cases where there is an immediate threat to life.
6. All Patients, Residents, Clients, Visitors, and Staff to be medically assessed as soon as Full Decontamination is complete.

Rapid Intervention Team (RIT) (Optional)

1. Consists of a Physician and a Nurse in PPE.
2. Intervenes in any clinical emergency that occurs during Decontamination.
3. Assists with extraction of any Decontamination Staff who become injured.
4. Remains immediately outside Decontamination Area unless an emergency occurs.
5. Not responsible for medical assessment of Patients following Decontamination.
6. May be utilised at stand down for medical follow up of Decontamination and cleanup Staff.
7. Enters the Decontamination Area only with the approval of the Safety Officer.

Appendix 6 – Emergency Evacuation Kit Contents

Emergency Evacuation Kit Contents		Quantity
	Small Flashlights	4
	Headlamp	1
	Identification Vests	4
	Name tags	1 pack
	Masking tape	1
	Flagging tape	1
	Caution tape	1
	Coloured chalk	1 box
	White chalk	1
	Clipboards	2
	Markers/pens	1 bag
	Triage Tags	1 pack
	Emergency Preparedness & Response Manual	1
	First Aid Kit	1
	Search Kit	1
Search Kit Contents	"Searched" Flyers	2 sheets
	Minden or Haliburton Detailed Zone Maps	1 doc
	Whistles	1 pack