

**Section:** Emergency Codes

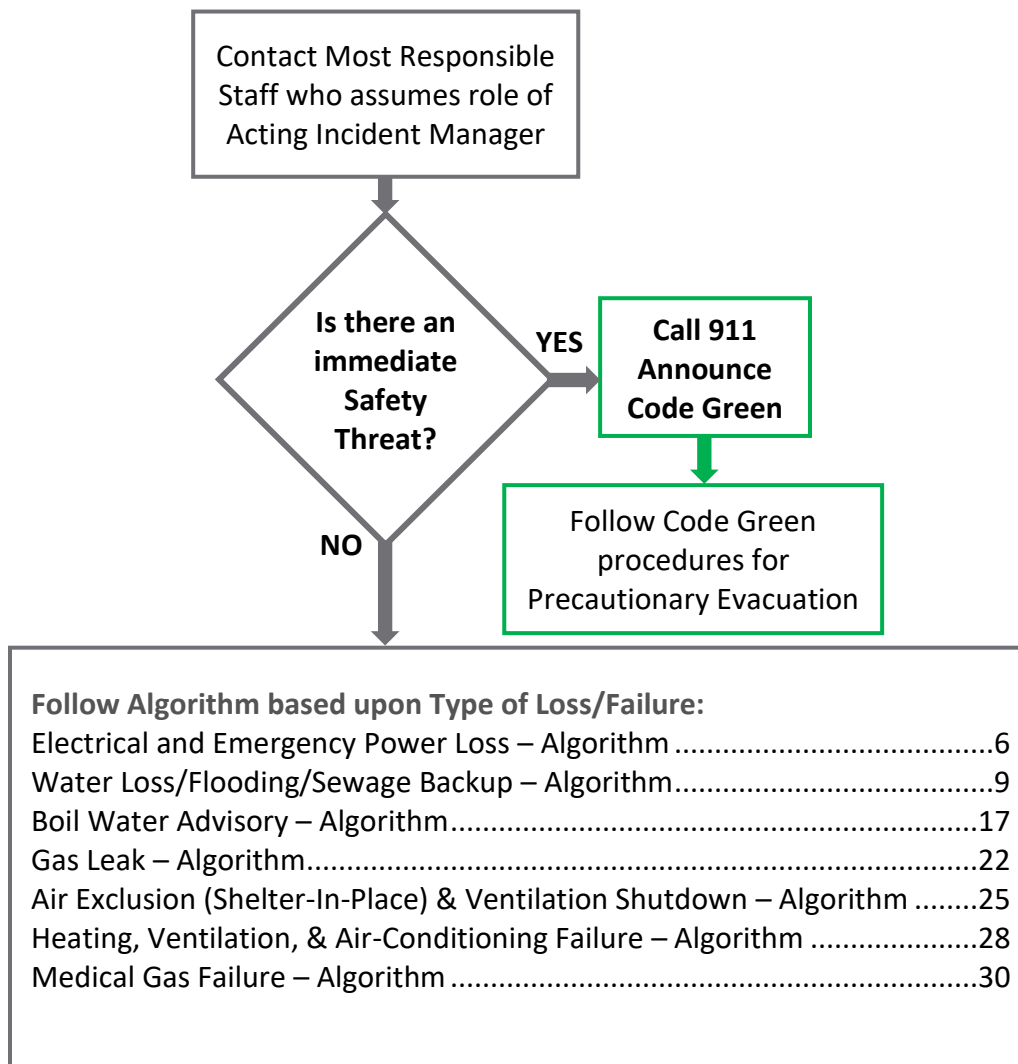
**Approved By:** CNE and VP Clinical and Community Programs

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## Infrastructure Loss, Failure, or Air Exclusion Event – Algorithm



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## **Code Grey**

### **Policy – Infrastructure Loss/Failure or Air Exclusion Event**

The purpose of Code Grey is to provide plans and procedures for HHHS Staff to ensure timely and coordinated responses in the event our Facility's critical services fail and/or are interrupted. This includes an event of infrastructure loss or failure, and/or an event requiring "Shelter-in-Place" situation requiring air exclusion.

Infrastructure Loss or Failure includes (but may not be limited to):

- Electricity and Emergency Power Failure
- Potable Water including "Boil Water Advisory"
- Flooding or Sewage
- Heating or Cooling
- Gas Leak/Loss
- Medical Gases
- Air Exclusion (Shelter-in-Place)

Any HHHS Staff discovering or experiencing a loss or failure of a critical service will make the appropriate call for assistance when any service is impacted to the degree that normal services are not available.

Patient, Resident, Client, Visitor, and Staff safety shall be the first priority. If a problem occurs in any infrastructure loss that affects safety and requires evacuation, Code Green procedures are to be followed.

The Code Grey (Infrastructure Loss) Emergency Response Plan must be implemented in the event of significant failures. Any HHHS Staff with specific responsibilities for a particular system (for example medical gases) may announce a Code Grey related to that system. Otherwise, Staff suspecting a problem should refer the situation to an immediate Supervisor or Most Responsible Person of the Department for following.

Maintenance Staff are to be contacted in the event of minor disruptions of services (less than 4-hours) following the procedures outlined for each type of Infrastructure Loss.

Code Grey must be differentiated by the nature and location of the problem; for example, "Code Grey Severe Weather" or "Code Grey Boil Water", etc.

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The Code Grey responses to the nature of the event are outlined in the following procedures, flow charts, and checklists attached to this policy. The response will be specialized. All Staff will have a responsibility for ensuring Patient, Resident, and Client care and services continue in a safe manner.

All Code Grey incidents will be debriefed within 30-days and reported to the Joint Health & Safety Committee.

Selected procedures are to be exercised annually through mock exercise including tabletop reviews and drills.

**Definitions**

**Code Grey:** A potential loss of use of Facilities such as: a loss of utilities, power, potable water, sanitary sewage, heating, ventilation and air conditioning or closure of fresh air intakes to prevent the intrusion of dangerous gases (whether external or internal), extreme weather, medical gases, gas leak, information technology and communication equipment.

**Code Grey – Main Electrical Failure:** The main electrical power system is not functioning. This may be due to an internal or an external problem. This may also be due to a scheduled maintenance procedure. Emergency power is supplied to the red plugs.

**Code Grey – Emergency Power Failure:** While the main electrical system is currently functioning, the emergency generator or its switching system is non-functional due to a problem or has been taken offline for maintenance. Should any disruption of the main electrical power supply occur, there will be no emergency power in this situation.

**Code Grey – Water System (Flood or Sewage Back up):** The main water system is currently offline. This may be due to a loss of external water pressure (e.g., broken water main), to a plumbing problem in the facility (e.g., a broken pipe), contamination of the water supply (e.g., boil water advisory) or scheduled maintenance procedure extending more than 4-hours. Patients, Residents, Clients, and Staff should be using bottled water for drinking (supplied by Food Services and/or Maintenance Department). While some pressure may remain in the pipes, this should be reserved for flushing toilets.

**Code Grey – Boil Water Advisory:** The Ontario Clean Water Agency is the Operator of the Haliburton “private” water system and the Municipality of Minden Hills public water system. OCWA regularly samples and is the Authority to issue Boil Water Advisory. A “Boil Water

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Advisory” advises to use bottled water and when not available “Rolling Boil for 1 minute” for consumption. Follow Public Health Table 1 attached to this procedure.

**Code Grey – Heating System Failure:** The building heating system is currently offline. This may be due to an internal problem (e.g., boilers out), or to an external problem (e.g., oil tank leak). Measures may be required to keep Patients, Residents, Clients, and staff warm while repair measures are ongoing.

**Code Grey – Gas System Leak:** The building is not currently receiving any natural gas to power the heating system, the hot water system, or the food preparation equipment. Propane is only used in the Kitchen and Laundry dryers only.

**Code Grey – Air Exclusion (Shelter in Place) – Ventilation System Shutdown:** A threat of external airborne contamination or an internal issue (e.g., vapours from Code Brown). The Lockdown Shelter-in-Place procedure has been activated and the ventilation system has been taken offline and will not be reactivated until further notice and doors and windows may be secured.

**Code Grey – Medical Gases Failure:** One or more of the medical gases is currently offline. All Patients requiring medical gases (e.g., oxygen) should be checked immediately and placed on portable systems until further notice.

### Procedure

1. Any Staff with specific responsibility for a particular system can announce a Code Grey related to that system by paging “**Attention. Code Grey**” or “**Attention. Code Grey, Shelter-in-Place**”, **followed by the problem and location, three times (3x)** on the Fire Panel PA System.
2. Staff to contact Maintenance.
3. Notification to Manager or MOC after hours immediately.
4. Notify the Director of Facilities & Projects and/or IT Staff during business hours to advise them of the situation.
5. Follow the Checklist and Algorithm for each type of infrastructure failure attached to this document located in the Emergency Response Manual.

### Recovery & Debrief

Recovery will occur by a decision of the ICC, in consultation with Director of Facilities.

The ICC will ensure that the following is maintained:

- a. A plan and timeline for restoring normal operations.

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- b. Manage Staffing and developing a plan to relieve and replace as necessary.
- c. Assign Staff responsibility to replace and recondition all equipment and supplies used in the response.
- d. Advise Patients, Residents, Clients, Visitors, and Staff when the situation has been resolved by paging **“Attention Code Grey All Clear”** three times (3x) over the Fire System paging system.
- e. ICC will conduct an informal debriefing with the Staff involved after the event.
- f. A formal debrief will be booked within 10-days of the end of the event.

**References**

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

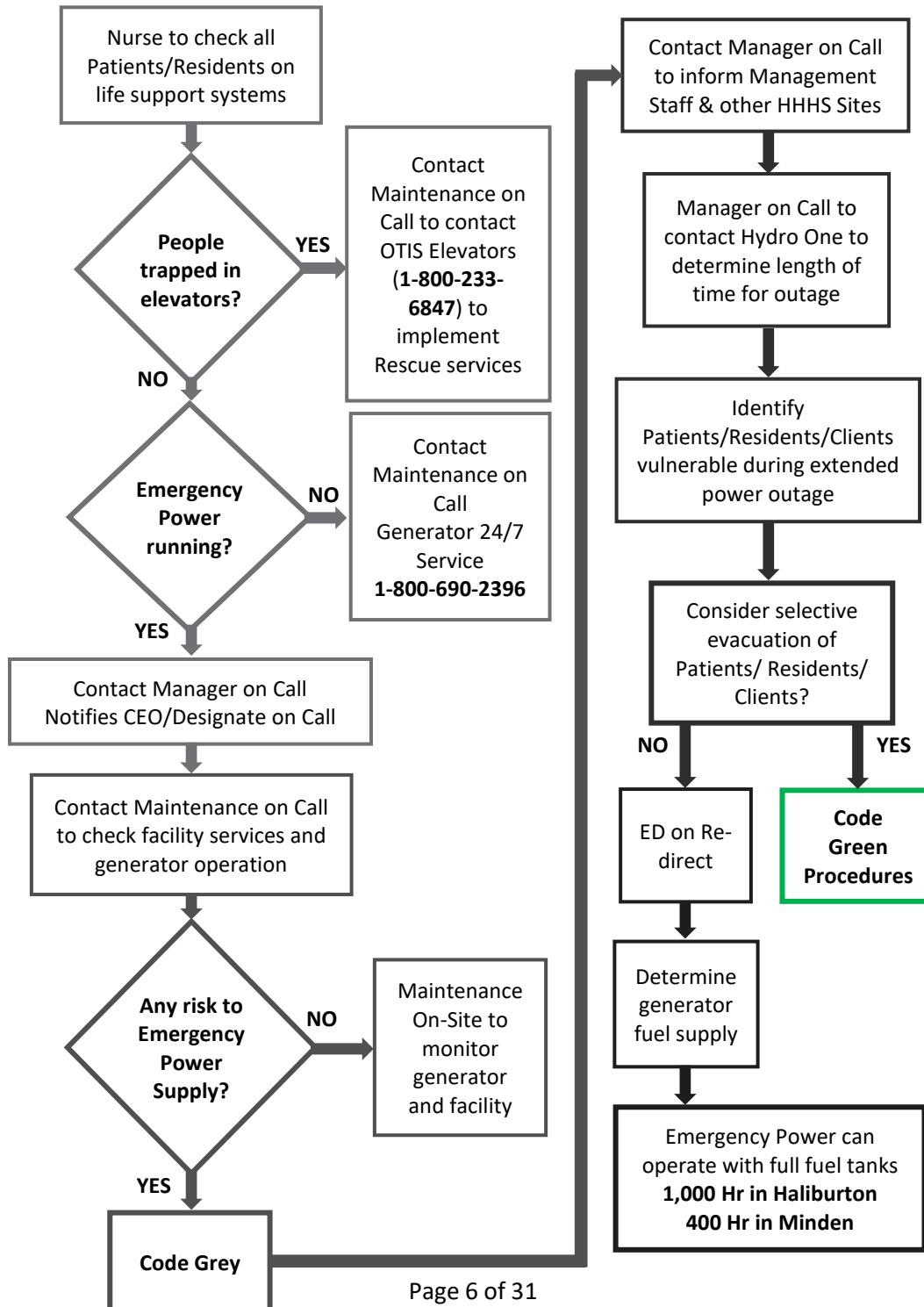
Canada Public Health  
<https://www.canada.ca/en/health-canada/services/publications/healthy-living/guidance-issuing-rescinding-boil-water-advisories-canadian-drinking-water-supplies.html#a.4>

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## Appendix 1

## Electrical and Emergency Power Loss – Algorithm



### **Electrical & Emergency Power Loss – Checklist Procedure**

**Under normal circumstances, our Emergency Power Generators can run without refuelling for approximately 1,000 hours in Haliburton, 400 hours in Minden.**

<b>TIME</b>	<b>INIT</b>	<b>ACTIONS</b>
TIME	INIT	1. Ensure that all Patients and Residents with technology-based life support systems are immediately checked by a Nurse.
TIME	INIT	2. Check elevators for any trapped people. If yes, contact Maintenance on Call to contact OTIS Elevator Company to implement Rescue Services at OTISLINE 24-hour service at <b>1-800-233-6847</b> .
TIME	INIT	3. Check Diagnostic equipment for any individuals affected by power loss.
TIME	INIT	4. Verify that the Emergency Power is functioning normally. If no, contact Maintenance on Call to contact Somers Generating 24/7 Services at <b>1-800-690-2395</b> .
TIME	INIT	5. <b>Contact the Manager on Call</b> to notify of situation and to inform the CEO (or designate).
TIME	INIT	6. Maintenance on Call to determine if there is any immediate risk to Emergency Power Supply. Maintenance on Call to monitor the Emergency Power back-up generator operation.
TIME	INIT	7. Page Code Grey if there is any risk to the Emergency Power Supply over the Fire Panel PA System.
TIME	INIT	8. Contact the other HHHS sites to inform of the situation.
TIME	INIT	9. Manager on Call to contact Hydro One to determine length of time for the outage, and to inform the Acting Incident Manager.
TIME	INIT	10. Maintenance on Call to determine length of time Emergency Power can function without intervention.
TIME	INIT	11. Maintenance on Call to determine which building systems function on emergency power, and which do not.

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TIME	INIT	ACTIONS
TIME	INIT	12. Identify any Patients and Residents who would be particularly vulnerable during an extended power interruption. Consider cohorting vulnerable Patients and Residents so that they can be more easily managed.
TIME	INIT	13. CEO (or designate) to consider selective evacuation of Patients and Residents. If yes, follow Code Green procedures.
TIME	INIT	14. CEO (or designate) to consider temporary closure of the Emergency Department.
TIME	INIT	15. Maintenance on Call to monitor Emergency Power generator fuel supply.



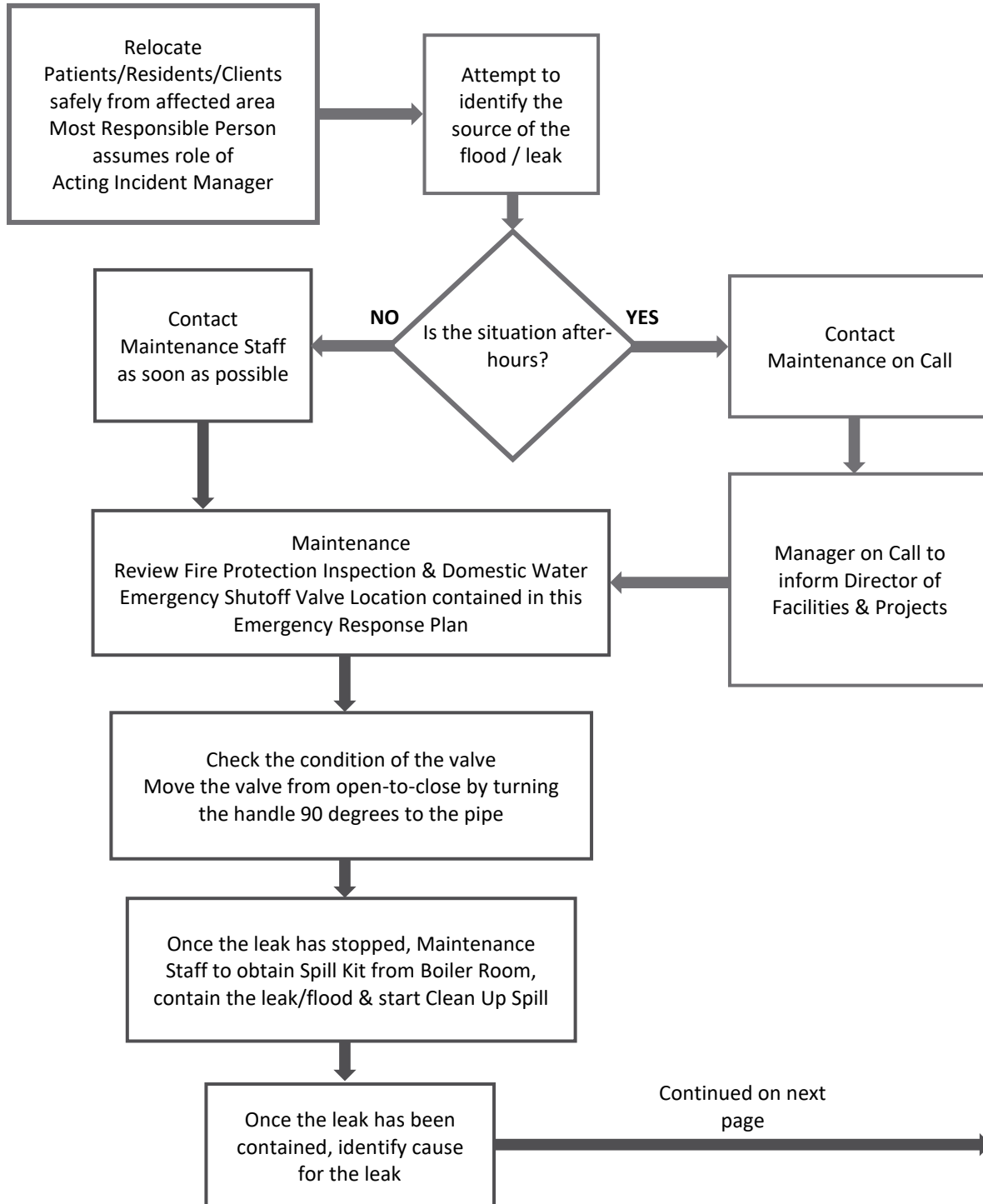
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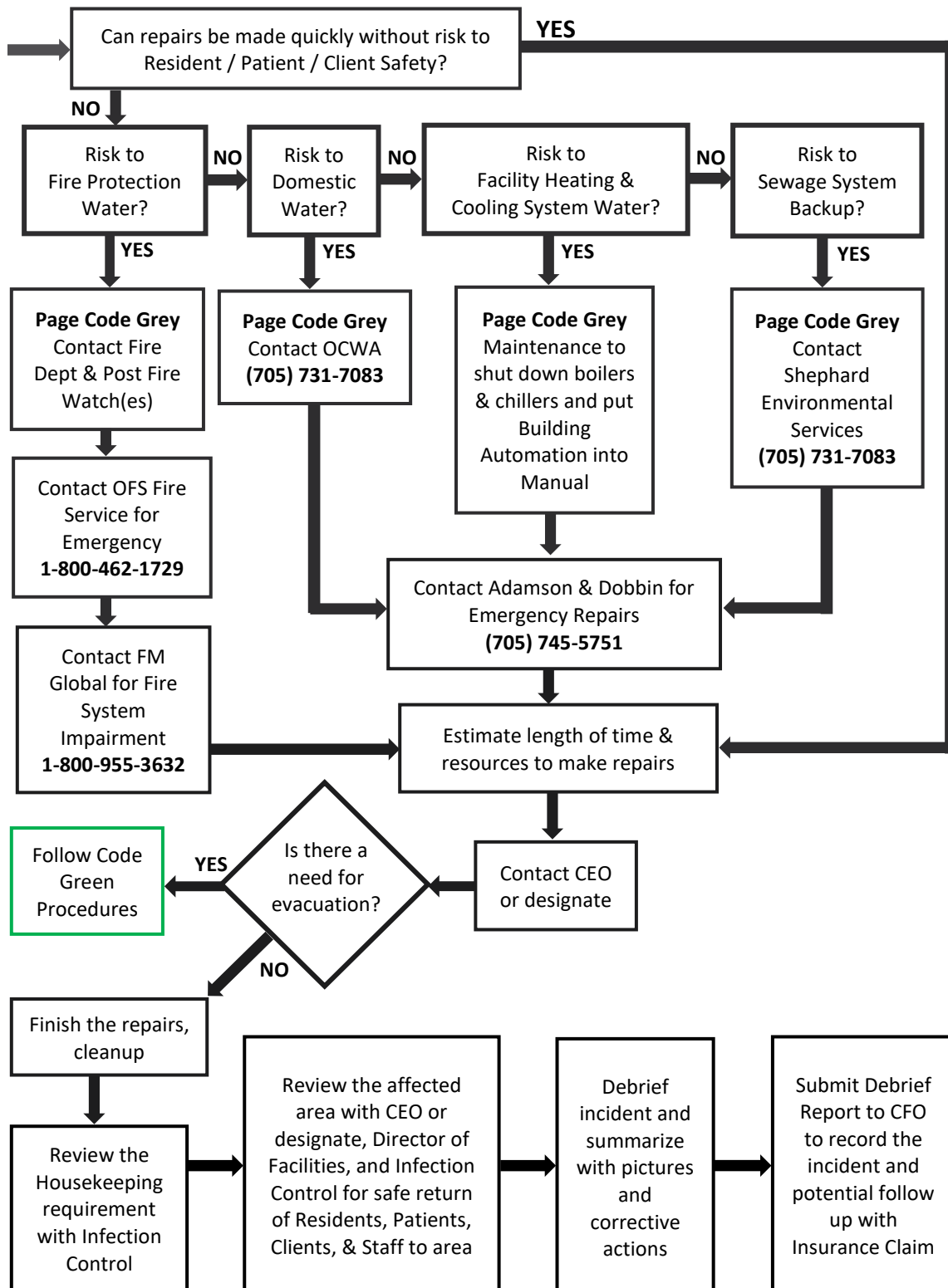
## Appendix 2

### Water Loss/Flooding/Sewage Backup – Algorithm



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### **Identification of Domestic Water Loss, Flooding, or Sewage Backup – Checklist Procedure**

TIME	INIT	ACTIONS
TIME	INIT	1. Most Responsible Person of the Department assumes the role of Acting Incident Manager until relieved by more Senior Manager.
TIME	INIT	2. The Acting Incident Manager to Page “Code Grey – Type of Water System Failure or Flooding” three times (3x) on the Fire Panel PA System.
TIME	INIT	3. Relocate Patients, Residents, Clients, and Visitors away from affected area. Relocate horizontally to the next Fire Zone.
TIME	INIT	4. Acting Incident Manager to <b>contact the Maintenance on Call (see MOC schedule for Contact Number)</b> . a. In case of a flood or leak, follow their direction to the Domestic Water Emergency Shut-Off. This is located in the Water Utility Room and labelled. b. In case of a loss of water, wait for Maintenance on Call to arrive to investigate.
TIME	INIT	5. Manager on Call to contact Director of Facilities & Projects.
TIME	INIT	6. In case of a flood or leak, Maintenance to follow the Fire Protection Inspection and Domestic Water Emergency Valve Shut-Off Procedures as required. Maintenance to check condition of Shut-Off valve and ensure closed.
TIME	INIT	7. Once the leak has stopped, Maintenance to obtain Spill Kit from Boiler Room, contain the leak or flood and start with cleanup.
TIME	INIT	8. In case of a domestic water loss, Maintenance to contact OCWA at <b>(705) 731-7083</b> for assistance.
TIME	INIT	9. In case of a domestic water loss, Maintenance to assess the situation, inform Director of Facilities & Projects and start making arrangements for bottled water and running the water system in by-pass for toilets if available.

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TIME	INIT	ACTIONS
TIME	INIT	10. The Director of Facilities & Projects shall assess the situation: a. Can Maintenance make the necessary repairs? Or do repairs require external resources? b. How long or duration of outage? If greater than 4-hours, the CEO and Directors of Care are to be informed.
TIME	INIT	11. If Maintenance can make the repairs, The Director of Facilities & Projects to advise CEO & Directors of Care of the timeframe and resources to repair.

**Domestic Water Loss or Flooding – Checklist Procedure**

TIME	INIT	ACTIONS
TIME	INIT	1. Director of Facilities & Projects (or Maintenance) to contact OCWA Clean Water Agency (OCWA) at <b>1 (705) 731-7083</b> for assistance.
TIME	INIT	2. Director of Facilities & Projects to advise OCWA to arrange potable tanker water as contingency.
TIME	INIT	3. Maintenance to advise The Pump Shop to arrange bottled water for consumption.
TIME	INIT	4. The Director of Facilities & Projects to inform Area Staff for All Patients, Residents, Clients, Visitors, and Staff to use bottled water.
TIME	INIT	5. The Director of Facilities & Projects to advise the Dietary Manager and the Kitchen to follow OCWA instruction, use bottled water or boil water if instructed by OCWA. Follow the Boil Water Advisory Procedure attached to Code Grey Procedure.
TIME	INIT	6. The Acting Incident Manager to identify any Patients, Residents, and Clients who might be particularly vulnerable to a lack of water. Consider selective evacuation of particularly vulnerable Patients, Residents, and Clients.
TIME	INIT	7. Director of Facilities & Projects to advise CEO (or designate) of estimate for length of time and resources to make repairs.
TIME	INIT	8. Consider Code Green.

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**Heating & Cooling System Leak/Flood – Checklist Procedure**

TIME	INIT	ACTIONS
TIME	INIT	1. Maintenance Staff to shut down all boilers, chillers affected, shut valves to isolate the system affect, and place the Building Automation System in Manual.
TIME	INIT	2. Maintenance to advise Director of Facilities & Projects the extent of the problem, weather conditions and type of failure, and ability to maintain HVAC services to the building.
TIME	INIT	3. Director of Facilities & Projects to contact Adamson and Dobbin at <b>1 (705) 745-5751</b> for emergency repairs.
TIME	INIT	4. The Acting Incident Manager or Maintenance to follow the HVAC Failure Procedure.
TIME	INIT	5. Director of Facilities & Projects to advise CEO (or designate) of estimated time and resources to make repairs.
TIME	INIT	6. Consider Code Green.

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**Sewage System Backed Up and/or Flood – Checklist Procedure**

TIME	INIT	ACTIONS
TIME	INIT	1. Maintenance to call Shepard Environment Services for emergency clean-up at <b>1 (705) 731-7083</b> .
TIME	INIT	2. Director of Facilities & Projects (or Maintenance) to contact Adamson and Dobbin at <b>1 (705) 745-5751</b> for emergency repairs.
TIME	INIT	3. Director of Facilities & Projects to advise CEO (or designate) of estimate for time and resources to make repairs and clean-up.
TIME	INIT	4. Consider Code Green.

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**Flood/Water-loss – Evacuation & Recovery – Checklist Procedure**

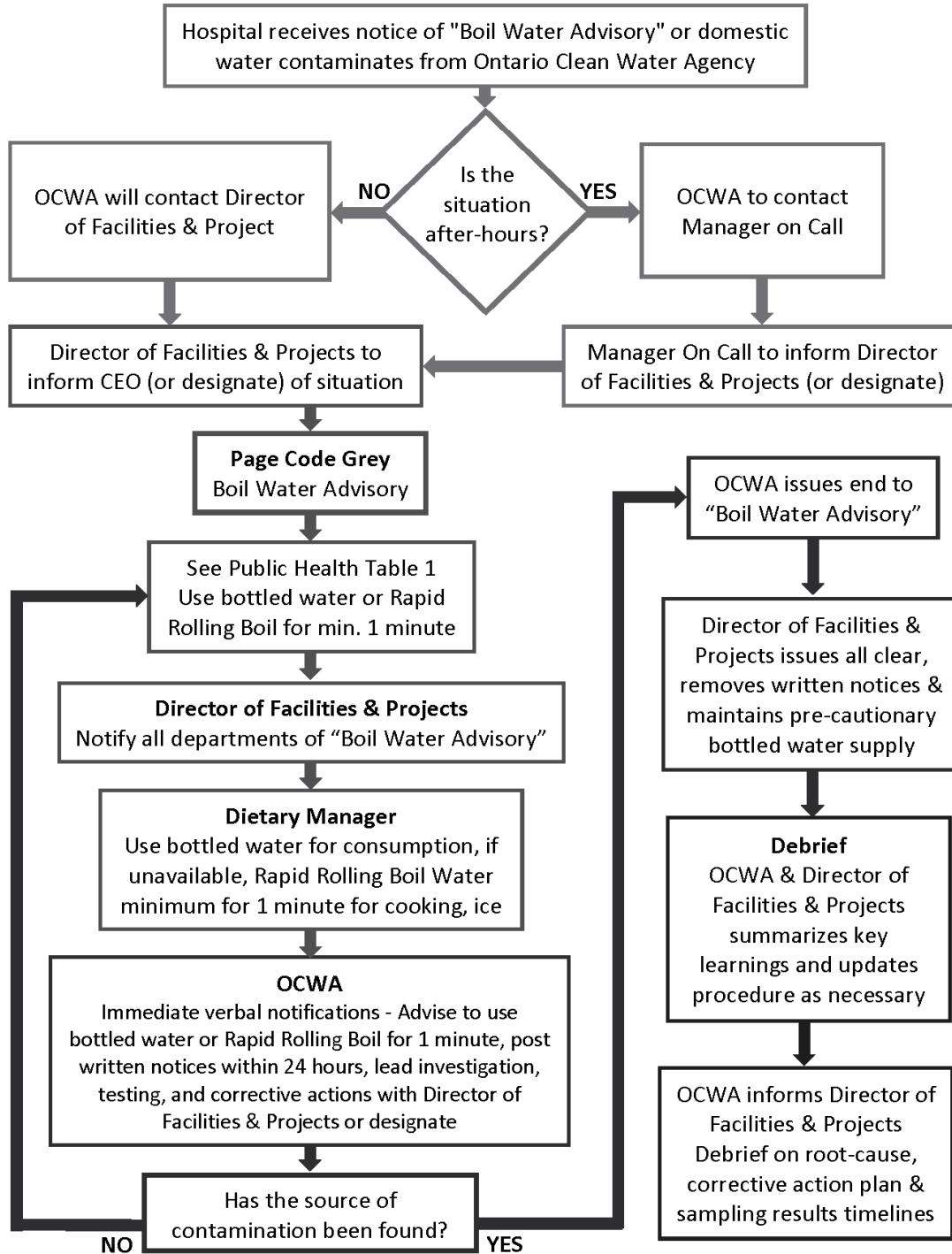
<b>TIME</b>	<b>INIT</b>	<b>ACTIONS</b>
TIME	INIT	1. CEO (or designate) to evaluate the need for Evacuation.
TIME	INIT	2. If there is a need for evacuation, follow Code Green procedures.
TIME	INIT	3. If the cleaning can be accomplished internally, The Support Services Supervisor to arrange Housekeeping Staff, supplies, equipment and Infection Control procedures to clean all areas affected.
TIME	INIT	4. If cleaning is beyond internal resources, the Director of Facilities & Projects to contact ServiceMaster Restore at <b>1-705-645-8555</b> .
TIME	INIT	5. The Director of Facilities & Projects will arrange with the CEO (or designate), Infection Control, Area Manager, and Support Services Supervisor the affected area for safe return of Patients, Residents, Clients, Visitors, and Staff to the area.
TIME	INIT	6. Maintenance to replenish and re-assemble Spill Kit and return to site's boiler room.



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### Appendix 3 Boil Water Advisory – Algorithm



### **Boil Water Advisory – Checklist Procedure**

TIME	INIT	ACTIONS
TIME	INIT	1. The Director of Facilities & Projects will receive notice of “Boil Water Advisory” or any other Potable Water quality conditions from The Ontario Clean Water Agency (OCWA).
TIME	INIT	2. If the Situation is after-hours, The Director of Facilities & Projects will notify the Manager on Call and Maintenance on Call of the situation, and arrange Maintenance on Call to Page “Code Grey – Boil Water Advisory” across the Fire Panel PA System.
TIME	INIT	3. Maintenance on Call will inform all Nursing Staff and Kitchen to use bottled water.
TIME	INIT	4. Maintenance Staff will contact The Pump Shop to make arrangements for bottled water supplies.
TIME	INIT	5. The Director of Facilities & Projects will notify the Dietary Manager and Kitchen Staff of the Boiled Water Advisory, to use bottled water or if unavailable to have all water for consumption to be boiled with a “Rolling Boil for 1 Minute”.
TIME	INIT	6. The Director of Facilities & Projects will notify the CEO (or designate) of the situation.
TIME	INIT	7. The Directors of Care will advise the Ministry of LTCH contacts on the situation and if the advisory is a Critical incident.
TIME	INIT	8. The Director of Facilities & Projects, with the assistance of the IPAC Nurse, will advise the Staff to follow <b>Public Health Table 1</b> attached to this procedure.
TIME	INIT	9. OCWA will post notices at all washrooms and taps within 24-hours advising the “Boil Water Advisory” and will lead the investigation of cause with Public Health, Director of Facilities & Projects, and Maintenance Staff.
TIME	INIT	10. Once the source or root-cause has been identified, OCWA Technicians with Maintenance Staff to implement corrective action plan following OCWA SOP- “Boiled Water Advisory”.

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TIME	INIT	ACTIONS
TIME	INIT	11. OCWA to advise the Director of Facilities & Projects of corrective action plan, sampling, and timelines.
TIME	INIT	12. OCWA will issue communication to end “Boil Water Advisory” and instruct Maintenance Staff to remove written postings.
TIME	INIT	13. The CEO or designate in collaboration with the Director of Facilities & Projects will communicate the end of the “Boil Water Advisory”.

**Table 1 – Public Health Specific guidance during a Boil Water Advisory**

Use	Instructions (non-outbreak situation)	Instructions (waterborne outbreak situation)
Drinking	Use boiled tap water (Rolling Boil minimum 60 seconds)	
Brushing teeth	Use boiled tap water	
Washing hands	Can continue to be washed using tap water and a proper handwashing technique that includes rubbing all parts of the hands with soap and water for a minimum of 20 seconds	Can continue to be washed using tap water and a proper handwashing technique, followed by the use of an alcohol-based hand gel disinfectant containing more than 60% alcohol, or rub hands with a 65-95 % alcohol solution. Alcohol-based disinfectant should be rubbed into all areas of the hands until hands are dry. Hands should not be towel dried.
Ice cubes	Use boiled tap water	
Preparing food	Use boiled tap water	
Beverages	Use boiled tap water	
Washing fruits/vegetables	Use boiled tap water	
Laundry	May be washed in tap water, either by hand or by machine	Wash laundry with detergent in hot water at the maximum cycle length, and then machine (hot air) dry
Showers or baths	Adults, adolescents, and older children may shower, bathe, or wash using tap water, but should avoid swallowing the water. Infants, toddlers and immunocompromised individuals should be sponge bathed in order to reduce the chance of them swallowing the water.	Sponge bathe only
Washing dishes	May be washed in tap water, either by hand or by machine	If dishes are washed by hand, they should be (1) washed and rinsed in hot tap water, then (2) soaked in a dilute solution of unscented household bleach (20 mL of unscented bleach in 10 L of water) for 1 minute and (3) left to air dry for a minimum of 4 hours Use dishwasher that uses hot water (final rinse temperature of at least 65oC) or has a sanitizing cycle

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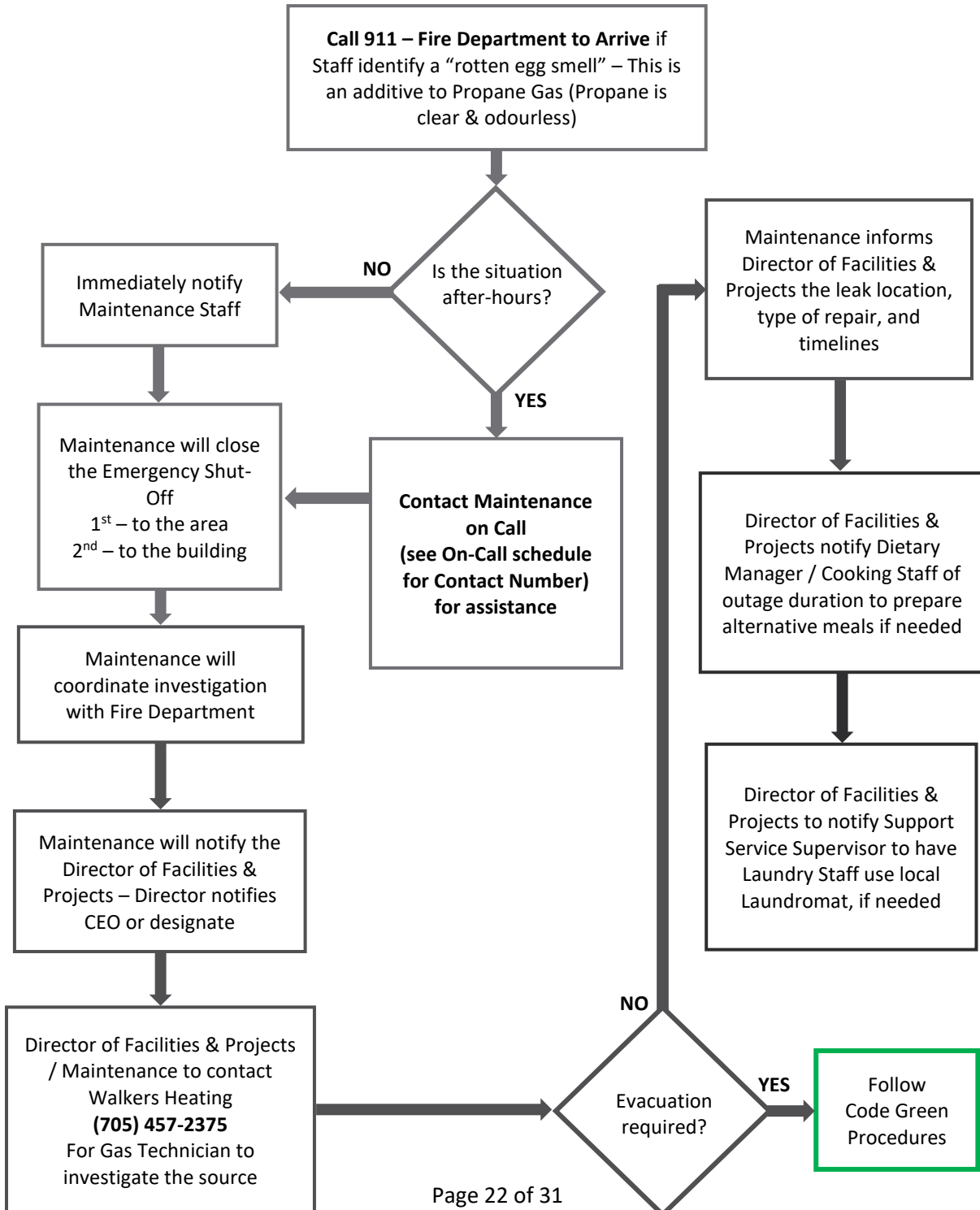
Use	Instructions (non-outbreak situation)	Instructions (waterborne outbreak situation)
Infant formula	Use boiled tap water	
Pets	Use boiled tap water	

Retrieved from: <https://www.canada.ca/en/health-canada/services/publications/healthy-living/guidance-issuing-rescinding-boil-water-advisories-canadian-drinking-water-supplies.html#a.4>

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### Appendix 4 Gas Leak – Algorithm



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### Gas Leak – Checklist Procedure

TIME	INIT	ACTIONS
TIME	INIT	1. If Staff identify a “Rotten Egg Smell”. <b>Call 911</b> for the Fire Department (This is an additive to Propane Gas to signal a leak has occurred. Propane is an odourless and not visible.)
TIME	INIT	2. Page Maintenance Staff immediately. If after-hours, <b>Contact Maintenance On for assistance.</b>
TIME	INIT	3. Maintenance Staff will immediately close the Area Emergency Shut-offs and the Propane Supply line to the building: <ul style="list-style-type: none"> <li>a. There is an Emergency Shut-off in the Kitchen.</li> <li>b. Each Laundry Dryer has an Emergency Shut-off behind the Dryers.</li> <li>c. The Propane Supply Line Shut-off is located where the Propane Line enters the building closest to the Propane Tank.</li> </ul>
TIME	INIT	4. Maintenance will follow Fire Department instructions and coordinate with the investigation.
TIME	INIT	5. Maintenance will notify the Director of Facilities & Projects after the Emergency Shut-offs are closed.
TIME	INIT	6. Director of Facilities & Projects will notify the CEO (or designate).
TIME	INIT	7. Director of Facilities & Projects (or Maintenance Staff) to contact Highland Appliances <b>(705 457-1048)</b> for Gas Technician to investigate the source.
TIME	INIT	8. If the source is the Propane Tank, the Director of Facilities & Projects will call Sparlings Propane Bracebridge at <b>1 (705) 640-2160.</b>
TIME	INIT	9. Maintenance informs the Director of Facilities & Projects the leak location, type of repairs, and duration.
TIME	INIT	10. CEO (or designate) will determine if an Evacuation is required. Follow Code Green procedures.
TIME	INIT	11. Director of Facilities & Projects to inform CEO (or designate), Dietary Manager, and Support Service Supervisor of the repairs and timeline.
TIME	INIT	12. Dietary Manager (or Cooking Staff) to be informed of outage and duration to prepare alternative meal plans during the outage.

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TIME	INIT	ACTIONS
TIME	INIT	13. Support Services Supervisor to arrange Laundry Staff to use local Laundromat during the outage.

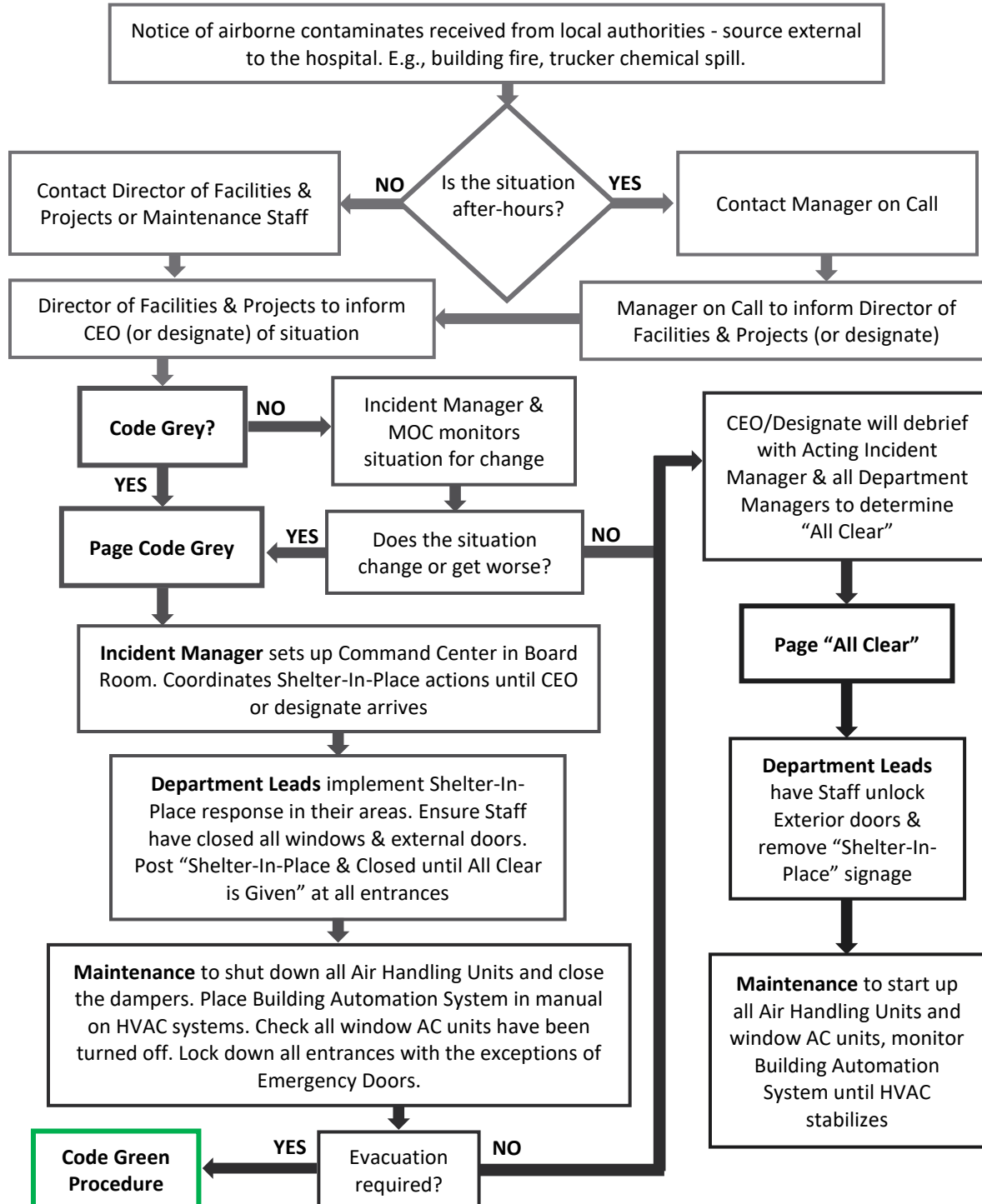


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## Appendix 5

## Air Exclusion (Shelter-In-Place) &amp; Ventilation Shutdown – Algorithm



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### Air Exclusion (Shelter-In-Place) & Ventilation Shutdown – Checklist Procedure

TIME	INIT	ACTIONS
TIME	INIT	1. Hospital receives notice from local Authorities, (Municipality, Fire Department, or EMS) of airborne contaminates external to the Hospital and LTCH.
TIME	INIT	2. <b>Contact the Manager on Call</b> and request their assistance.
TIME	INIT	3. MOC to contact Director of Facilities & Projects (or Maintenance) to advise of situation and arranges Shelter-in-Place procedures.
TIME	INIT	4. Manager on Call to contact CEO (or designate) to brief the situation and assess risks.
TIME	INIT	a. If the airborne contaminates are considered a risk to Resident, Patient, Client, Visitor and Staff safety; Page Code Grey Shelter-in-Place three times (3x) using the Fire Panel PA System.
TIME	INIT	b. If little or no risk, Acting Incident Manager to monitor the situation and inform Manager on Call of any changes in the situation or escalation of risk.
TIME	INIT	5. Acting Incident Manager to set up Command Center in Facility Boardroom, and coordinates Shelter-in-Place actions until CEO (or designate) arrives.
TIME	INIT	6. Ensure Staff have closed all windows and exterior doors in their area.
TIME	INIT	7. Department Leads to lock down all entrances except for Emergency Doors.
TIME	INIT	8. Department Leads post signs on all entrances stating “Shelter-in-Place” and keep all windows and doors closed.
TIME	INIT	9. Maintenance to shut down all Air Handling Systems, close exterior dampers, and shutdown HVAC systems. Set all HVAC to Manual in Building Automation System.
TIME	INIT	10. Maintenance to shut down all window mounted air conditioning systems. (All Split Duct AC units can operate.)

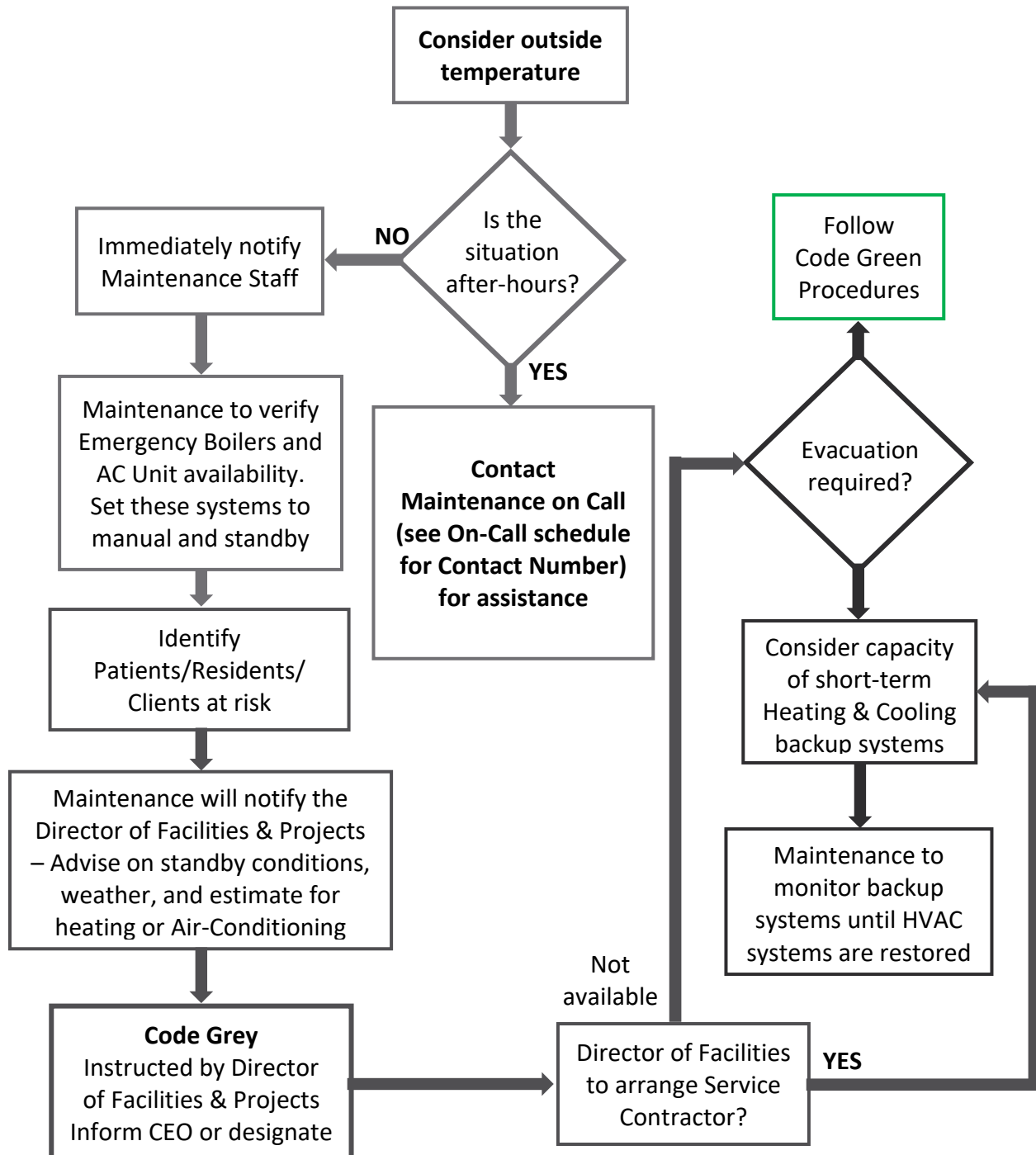
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TIME	INIT	ACTIONS
TIME	INIT	11. LTCH Staff to relocate Residents to designated cooling area if building becomes too warm.
TIME	INIT	12. CEO (or designate) determines need for Evacuation.
TIME	INIT	13. When the situation risks are lessened and Authorities advised, the CEO or designate in collaboration with the Director of Facilities & Projects (or designates) will determine "All Clear" and page overhead.
TIME	INIT	14. Department Leads and Maintenance will return all operating systems to normal, remove signs, and unlock doors.

**Appendix 6  
Heating, Ventilation, & Air-Conditioning Failure – Algorithm**



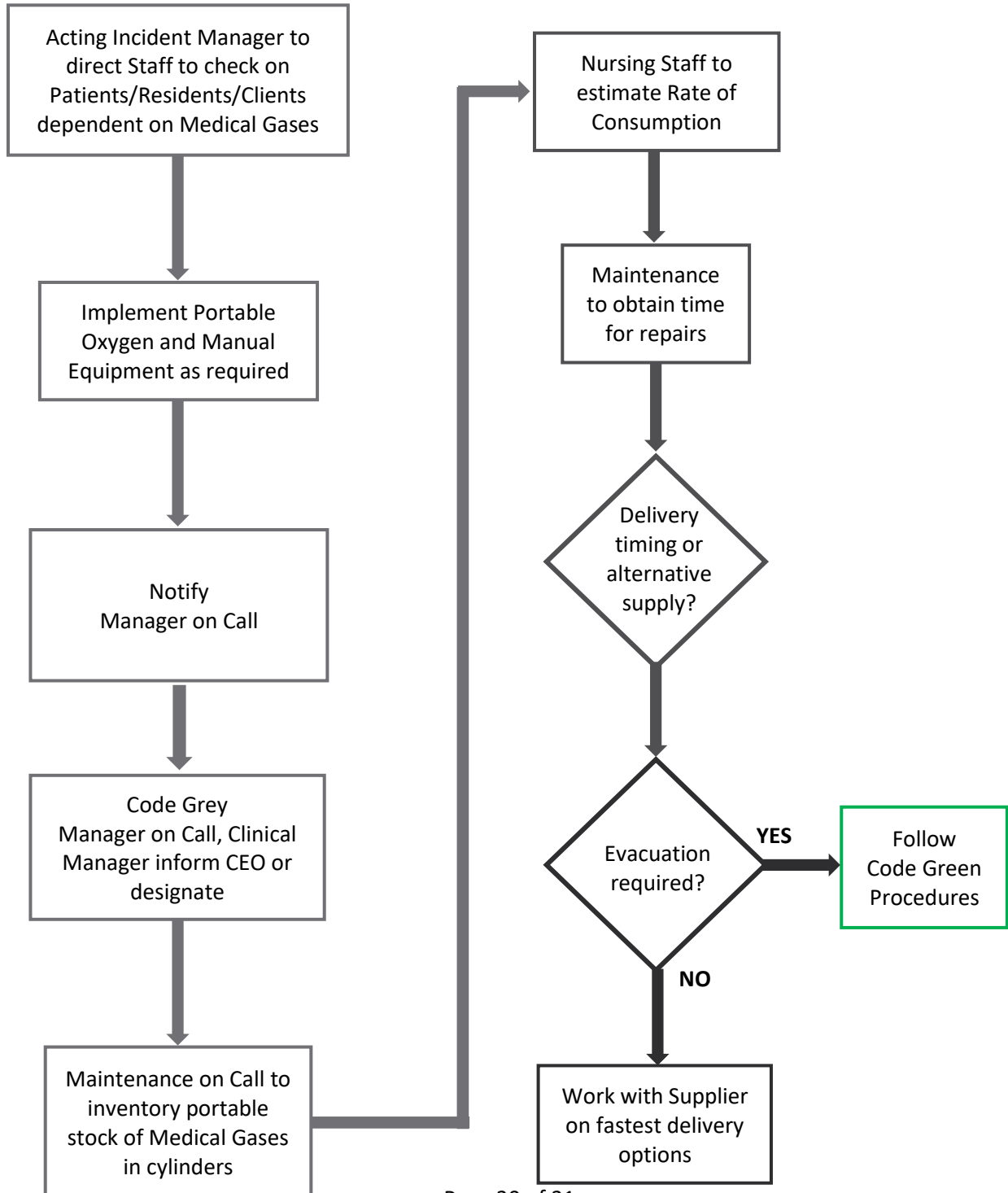
### Heating, Ventilation, & Air Conditioning Failure – Checklist Procedure

TIME	INIT	ACTIONS
TIME	INIT	1. Identify the weather forecast and outside temperatures for determine risks of the situation.
TIME	INIT	2. If after-hours, notify Maintenance on Call otherwise contact Maintenance Staff with the situation.
TIME	INIT	3. Maintenance to identify extent of the failure, verify manual operation of Emergency Boilers or AC units. Set these units to Stand-by Manual operation if needed.
TIME	INIT	4. Maintenance on Call to Page Code Grey – Type of Incident three times (3x) on Fire Panel PA System if directed by Director of Facilities & Projects.
TIME	INIT	5. Director of Facilities & Projects to determine availability and arrival time, length of repairs and inform CEO (or designate) of the situation.
TIME	INIT	6. Maintenance to advise Nursing Staff. Nursing Staff to identify Patients, Residents, Clients, Visitors, and Staff at risk.
TIME	INIT	7. If required, Director of Facilities & Projects to contact: <ul style="list-style-type: none"> <li>a. Modern Niagara, <b>(416) 749-6031</b>, for Chillers &amp; ventilation.</li> <li>b. Carmichael Engineering, <b>(613) 962-3440</b>, for boilers &amp; heating.</li> <li>c. Adamson and Dobbin, <b>(705) 745-5751</b>, for pumps, piping &amp; Emergency repairs.</li> <li>d. Churko Electric, <b>(705) 457-7088</b>, for electrical and automation.</li> </ul>
TIME	INIT	8. CEO (or designate) to consider Code Green If no Evacuation, implement cohorting Patients, Residents, Clients, Visitors, and Staff with alternate heating and cooling, run Back-up Heating or Cooling systems in Manual, discontinue activities which generate heat if cooling required (i.e., Laundry & Cooking), prepare alternate food plans.
TIME	INIT	9. Maintenance on Call to monitor Contractor repairs and inform Director of Facilities & Projects of Status, issues, and duration to normal operations.

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### Appendix 7 Medical Gas Failure – Algorithm



### **Medical Gasses Failure – Checklist Procedure**

TIME	INIT	ACTIONS
TIME	INIT	1. Acting Incident Manager to direct all Staff to immediately check all Patients and Residents who are dependent upon medical gases.
TIME	INIT	2. Clinical Staff implement life safety measures using portable oxygen systems and manual equipment, as required.
TIME	INIT	3. If after-hours, Acting Incident Manager to <b>contact the Manager on Call</b> .
TIME	INIT	4. Maintenance to inventory existing stocks of medical gas(es) in portable cylinders and report inventory to Acting Incident Manager.
TIME	INIT	5. Maintenance to contact Class 1 <b>1-877-394-6593</b> to arrange repairs and obtain estimate for time of repairs.
TIME	INIT	6. Maintenance to arrange portable bottle supply from Vital Aire at <b>1-833-935-3252</b> and obtain delivery estimate.
TIME	INIT	7. Acting Incident Manager to contact Manager on Call.
TIME	INIT	8. If determined, Acting Incident Manager Pages Code Grey – Lack of Medical Gas(es) three times (3x) on the Fire Panel PA System.
TIME	INIT	9. Acting Incident Manager identifies alternate sources for medical gas cylinders: Alternate suppliers, EMS, nearby facilities (RMH, Bancroft Hospital, etc.).
TIME	INIT	10. Manager on Call with staff identifies any Patients and Residents who are at risk.
TIME	INIT	11. Manager on Call consult with CEO (or designate) the relocation of high-risk Patients and Residents.
TIME	INIT	12. Nursing Staff under direction of MOC works to arrange transportation to alternate Hospitals. Follow established transportation procedures (CRITICAL, ORANGE, EMS).
TIME	INIT	13. Maintenance to work with Contractors and Suppliers with fastest delivery and repair times.