## INTRODUCTION

A Code Brown emergency deals with an incident involving the contamination by spillage or accidental release of any hazardous material. The incident results in a risk or potential risk to the health and safety of persons, property damage or harm to the environment. In some cases the spill or release cannot be contained successfully by on site personnel and external resources must be requested to respond and manage.

The spill or release can originate from within the facility or external to the facility and expose people, property or the environment to risk. The outcomes of a hazardous materials emergency can be potentially dangerous or deadly.

## PROCEDURE

For a spill of an infectious or biohazardous agent such as blood, vomit, urine, feces, any other bodily fluid, or biological material, refer to CORP XI – Clean Up of Spills

For a spill of a Hazardous Medication (cytotoxic & non-cytotoxic), refer to CORP VIII- Hazardous Medications-Cytotoxic Non-Cytotoxic.

The Royal's Institute of Mental Health Research (IMHR) will follow internal protocols to manage spills within their wet lab area, but will apply facility policies/protocols for remaining IMHR areas.

For all other spills:

| Staff Responsible | Action |
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| Staff who discover or are in the area of spill. | If you discover a spill or leak of a hazardous or unidentified material: <br><br> **S**afely evacuate everyone from the immediate area. <br> **P**revent the spread of toxic fumes by closing doors and windows. <br> **I**nitiate spill procedure by calling 333 <br> **L**eave all electrical equipment alone.  DO NOT TURN ON OR OFF. <br> **L**ocate any information regarding the chemical if possible and provide to responders. |
| Switchboard Operator | • Contact Facility Services General Manager/delegate to alert them to the situation. If after hours, contact technician on call. <br> • Contact Director of Patient Care Services/Delegate  for the affected area OR After Hours Manager of Patient Care Services (if after hours) <br> • Follow direction provided by Facility Services General Manager/delegate and Emergency Command Manager which may include: |

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| | <ul><li>Activate the emergency tones and announcements</li><li>Notify the Fire Department, informing them of the hazardous chemical discharge.</li><li>Notify of other contacts</li></ul> |
| Director of Patient Care Services/ Delegate OR After Hours Manager of Patient Care Services | <ul><li>Assume the role of Emergency Code Coordinator</li><li>If after hours, communicate with technician on call for direction on management of situation until they arrive on site. If necessary, contact admin on call.</li><li>Ensure area of spill is evacuated and security is present to restrict access.</li><li>Ensure staff has gathered information about the source of the spill to assist responders (MSDS, other important information about cause, source)</li><li>Communicate with Facility Services General Manager/Delegate and Emergency Command Manager (if activated) for guidance</li><li>Ensure necessary documentation is completed</li><li>If staff/patient/other has become ill or injured as a result of the spill, ensure appropriate medical attention and follow up is initiated.</li></ul> |
| Facility Services General Manager/Delegate | <ul><li>Assess the spill</li><li>Initiate appropriate procedures for spill clean up</li><li>If necessary, declare a Code Brown</li><li>Make decision regarding necessity of additional resources, such as the Fire Department or external spill management provider</li><li>Direct evacuation and shut down procedures, ensuring that access to the affected area is limited to essential personnel.</li><li>Advise on the need to activate the Hospital Command Center</li><li>Participate in Hospital Command Center operations</li><li>Coordinate recovery measures</li></ul> |
| Emergency Command Manager | <ul><li>In consultation with Facility Services General Manager, make decision to activate Hospital Command Center</li><li>Organize appropriate response to the event including escalation and activating other Emergency Color Codes as dictated by the circumstances of the event (e.g. Code Green).</li><li>In consultation with Facility Services General Manager, make decision to initiate "All Clear"</li><li>Ensure appropriate follow up including:<ul><li>Appropriate archiving of incident documentation.</li><li>Completion of after-action report and corrective action plan</li><li>Summary of incident and actions taken</li><li>Summary of the incident</li><li>Recommendations for correction actions</li></ul></li></ul> |
| Security Guard | <ul><li>Verify that all exterior doors in the affected area are closed. Assist in closing windows in public areas and stairwells.</li><li>If the emergency occurs within the mental health center property, cordon off the area with "danger tape".</li><li>Restrict entry to area of spill to designated personnel.</li></ul> |

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| | • Provide other assistance as needed. |
| Facility Services Personnel | • Work under the direction of the Facility Services General Manager/Delegate to clean up spill and mitigate any further damage |