

<b>Title:</b> Code Grey – External Air Contamination/Power Outage/Flood	<b>Policy No.:</b> E 6.1
	<b>Pages:</b> 7
<b>Originator(s):</b> Plant Operations and Maintenance/ Carillion	<b>Initial Issue Date:</b> January 1, 2002
<b>Owner:</b> Plant Operations and Maintenance/Carillion	<b>Next Review Date:</b> April 17, 2015
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<b>Reviewed by:</b> VP, Finance and Support Services; CFO	<b>Approved by:</b> Business Operations Leadership Team

### 1.0 Purpose

The purpose of this policy and associated procedures provides an immediate plan of action to ensure the safety of client/patients, staff and visitors in the event of an external air contamination, power failure and/or flood.

### 2.0 Persons Affected

This policy applies to all CAMH staff, students, volunteers, physicians, and affiliates (hereafter referred to as staff).

### 3.0 Policy

A Code Grey will be implemented under the following circumstances:

1. External air contamination through release of hazardous materials (e.g. external fire) or gas in the immediate vicinity of any of CAMH sites; code grey will restrict external air from entering the buildings;
2. Power failure or interruption greater than 60 minutes; and
3. Catastrophic flood (e.g. ruptured water main).

### 4.0 Definitions

**CAMH Emergency Line:** An emergency CAMH telephone line that exists for Toronto Police Services (TPS) and Emergency Medical Services (EMS) to notify CAMH of emergent and urgent events in the vicinity of one or all of the CAMH sites (e.g. release of tear gas, fire at another hospital). The CAMH Emergency line is managed in Admitting and Locating Services.

**Code Green:** Emergency code designated to initiate an orderly response when it is recommended to evacuate within a certain perimeter until the initial situation is contained (OHA, 2008). At CAMH, there are four types of evacuations: Code Red Evacuation, Horizontal Extended Evacuation, Vertical Extended Evacuation, and Total Evacuation.

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**Code Grey:** Emergency code designated to activate a response to an infrastructure loss or failure or the need for external air exclusion (OHA, 2008). At CAMH, Code Grey is called in the event of external air contamination, power failure, or catastrophic flood.

**Command Centre:** Coordination point for activities taking place during an emergency. The Command Centre is the location where relevant personnel gather to share information, make major decisions, and implement the desired course of action in a coordinated way. Each command centre location is equipped with any materials needed during a Code. Each site at CAMH has a designated Command Centre:

- College Street – Resident’s lounge (Room G-83) x 4744
- Russell St. – Boardroom (Room 2062) x 4163
- 100 Stokes Street – 6<sup>th</sup> floor Rm C6113

**Off Hours Plant Operations and Maintenance Technician:** Time outside of regular work hours for the CAMH Plant Operations Technician. The off hours for the CAMH sites are as follows:

- Queen Street (except 100 Stokes Street, 80 Workman Way, 101 Stokes Street): midnight to 0700 hrs every day including weekends and 1600 to 0800 hrs holidays **NB:** 100 Stokes Street, 80 Workman Way, 101 Stokes Street are staffed everyday from 0700 to 2400 hrs.
- College Street: 2300 hrs to 0800 hrs weekdays and 1600 hrs to 0800 hrs on weekends and holidays
- Russell Street 1600 hrs and 0800 hrs weekdays, weekends, and holidays

**Senior Manager On-Call:** Senior level staff member assigned to provide leadership as needed in urgent matters and emergencies. Coverage for the Senior Manager On-Call is provided 24 hours a day and is rotated on a weekly basis. In the case of an emergency, the Senior Manager on Call may need to enlist additional or alternate leadership.

## 5.0 Responsibilities

All staff must complete an annual review of the Code Grey policy and the [Code Grey Learning Module](#). All staff are responsible for compliance with the Code Grey policy and associated procedures. Specific responsibilities during the Code Grey are listed in the procedures outlined in [Section 6.0 Procedure](#).

## 6.0 Procedures

### 6.1 External Air Contamination

<b>Responsible Staff</b>	<b>Action</b>
Any staff who witnesses a release of hazardous material or gas in the	Notify Admitting and Locating Services immediately by dialing x 5555 and

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<b>Responsible Staff</b>	<b>Action</b>
immediate area of any of CAMH sites (buildings); OR Staff who are alerted by Toronto Police Services (TPS)/Emergency Medical Services (EMS) in person or by email or phone (including CAMH Emergency Line) of potential air contamination and recommend lockdown	provide all necessary information including the location of gas released and the type of gas or material (if known)
Admitting and Locating Services	Notify Manager of Plant Operations and Maintenance or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street) and Senior Manager on Call (After Hours Manager After Hours)
Senior Manager on Call (After Hours Manager) in consultation with Manager of Plant Operations and Maintenance or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street)	<ul style="list-style-type: none"> <li>• Visit the area immediately (as relevant)</li> <li>• Advise Admitting and Locating to connect to 911</li> </ul>
Admitting and Locating Services	<ul style="list-style-type: none"> <li>• Call 911 and connect Senior Manager on Call to police</li> </ul>
Senior Manager on Call (After Hours Manager) in consultation with Manager of Plant Operations and Maintenance or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street) (may require consultation with Toronto Fire Captain, direction from TPS, EMS)	<ul style="list-style-type: none"> <li>• <b>Decide whether Code Grey will be implemented</b></li> </ul>
Senior Manager on Call (After Hours Manager)	<ul style="list-style-type: none"> <li>• Assume lead role</li> <li>• Set up a command centre</li> <li>• Direct Admitting and Locating Services to announce the Code Grey</li> </ul>
Admitting and Locating Services	<ul style="list-style-type: none"> <li>• Announce “<b>Code Grey External Air Contamination is now in affect, the Command Centre is located at _____, please refer to your Code Grey procedures</b>”, and repeat three times</li> <li>• Repeat the announcement, including any updates, every 10 minutes</li> </ul>

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<b>Responsible Staff</b>	<b>Action</b>
Plant Operations and Maintenance or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street)	<ul style="list-style-type: none"> <li>Shut down all ventilation systems that fall under the control of Plant Operation and Maintenance</li> <li><b>NB:</b> Any area that has specialized processing equipment that requires local exhaust system will cease to process as soon as practically possible and shutdown the exhaust thereafter (e.g. fume hoods located in Laboratory, Food Services, etc)</li> </ul>
All staff	<ul style="list-style-type: none"> <li>Close all windows and exterior doors</li> <li><b>DO NOT LEAVE</b> the building</li> </ul>
Security	<ul style="list-style-type: none"> <li>Secure all perimeter doors</li> <li>Monitor entrance and exit from the building</li> </ul>
Senior Manager on Call (After Hours Manager) in consultation with Manager, Plant Operations and Maintenance or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street)	<ul style="list-style-type: none"> <li>Decide if the hazardous material or gas warrants evacuation of the building(s)</li> <li>If evacuation is necessary, organize evacuation using the exits with the least exposure</li> </ul>
All staff	<ul style="list-style-type: none"> <li>If evacuation is necessary, follow <a href="#">Code Green – Total Evacuation Procedures</a></li> </ul>
Senior Manager on Call (After Hours Manager) in consultation with Manager, Plant Operations and Maintenance or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street)	<ul style="list-style-type: none"> <li>Determine the emergency no longer exists that it is safe to resume normal air circulation</li> <li>Direct Admitting and Locating Services to clear code</li> </ul>
Admitting and Locating Services	<ul style="list-style-type: none"> <li>Announce <b>“Code Grey All Clear”</b>; repeat three times</li> </ul>

## 6.2 Power Failure

<b>Responsible Staff</b>	<b>Action</b>
Manager of Plant Operation and Maintenance or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street)	Direct Admitting and Locating Services to announce Code Grey

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<b>Responsible Staff</b>	<b>Action</b>
Admitting and Locating Services	<ul style="list-style-type: none"> <li>Announce “<b>Code Grey Power Failure is now in affect, at _____ (site and location), please refer to your Code Grey procedures</b>”; repeat three times</li> <li>Recall Plant Operations and Maintenance Technician to CAMH if off hours (refer to <a href="#">Off Hours</a> in Section 4.0 Definitions)</li> </ul>
All staff	<ul style="list-style-type: none"> <li>Assume that the interruption will last for a significant period of time and that there will be logistical issues impacting on operations</li> <li>Be aware of the following restrictions: <ul style="list-style-type: none"> <li><b>Power</b> is available from the red power receptacles only.</li> <li><b>Only dedicated lights</b> are on emergency power. These lights do not come on automatically, if they are in the switched off position, they must be switched on to work.</li> <li><b>Elevator service</b> will be limited to one car in each building. In case of a malfunction to one of these cars, Plant Operation and Maintenance will be able to manually switch power to another car in the effected building.</li> <li><b>Flashlights</b> need to have working batteries at all times</li> <li><b>Power Fail Phones</b> are available for use across CAMH. Refer to this <a href="#">list</a> for phone numbers and locations, as well as dialing directions.</li> </ul> </li> </ul>
Plant Operation and Maintenance site Manager or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street)	Identify when Code Grey is over and direct Admitting and Locating Services to clear code
Admitting and Locating Services	Announce “ <b>CODE GREY ALL CLEAR</b> ”; repeat 3 times

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### 6.3 Catastrophic Flood

<b>Responsible Staff</b>	<b>Action</b>
Staff who discovers catastrophic flood (e.g. ruptured water main)	<ul style="list-style-type: none"> <li>Advise Admitting and Locating Services by dialing x 5555 and provide details of site, location, and nature of the flood (e.g. Code Grey Flood 33 Russell Site, 2nd floor Clinical building, Room ___)</li> <li>Remove endangered persons and isolate area from the public</li> <li>Beware of electrical hazards such as wires touching water and watch for any structural instability problems brought about by the flood conditions</li> </ul>
Admitting and Locating Services	<ul style="list-style-type: none"> <li>Announce “<b>Code Grey Flood is now in affect, at _____ (site and location), please refer to your Code Grey procedures</b>”; repeat 3 times</li> <li>Recall Plant Operations and Maintenance Technician to CAMH if off hours (refer to <a href="#">Off Hours</a> in section 4.0 Definitions)</li> </ul>
Plant Operations and Maintenance or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street)	<ul style="list-style-type: none"> <li>Ensure that electrical transformers or main switches are protected or shut down in case of immediate danger</li> <li>Coordinate all activities necessary to control the source, make repairs and provide temporary service if required</li> </ul>
Housekeeping Services in consultation with Plant Operations and Maintenance or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street)	<ul style="list-style-type: none"> <li>Make arrangement for clean up activities</li> </ul>
All Staff	<ul style="list-style-type: none"> <li>Prepare for a possible interruption to the water supply while repairs are underway</li> </ul>
Plant Operations and Maintenance Manager or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street)	<ul style="list-style-type: none"> <li>Determine when code is over and direct Admitting and Locating Services to clear code</li> </ul>
Admitting and Locating Services	<ul style="list-style-type: none"> <li>Announce “<b>Code Grey All Clear</b>”; repeat three times</li> </ul>

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#### 6.4 Documentation

6.4.1 Plant Operation and Maintenance Site Manager or Carillion (80 Workman Way, 100 Stokes Street, and 101 Stokes Street) will complete a SCORE report on the Code Grey

6.4.2 All other staff complete SCORE for incidents during the Code Grey as necessary

#### 7.0 References

Ontario Hospital Association (OHA). (2008). *OHA emergency management toolkit: Developing a sustainable emergency management program for hospitals*. OHA: Toronto.

#### 8.0 Links/Related Documents

[AHR 3.14.4 Incident Reporting](#)

[AHR 3.14.3 Management of Incidents, Errors, and Near Misses](#)

[E 1.2 Command Centre](#)

[E 5.1 Code Green - Evacuation](#)

[Fail Safe Phones at CAMH](#)

[Workplace Inspection Report – Clinical](#)

[Workplace Inspection Report – Non-Clinical](#)

#### 9.0 Review/Revision History

Date	Revision No.	Revision Type	Reference Section(s)
January 2002	1.0	New Policy	External Air Contamination only
October 2006	2.0	Moderate	Added power failure and flood to code grey
May 2008	3.0	Moderate	Added Appendices
June 2010	4.0	Minor	Reformat
July 2010	5.0	Minor	Addition of CAMH Emergency Line
May 2011	6.0	Minor	Fail safe phone list removed and linked to web page
April 2012	7.0	Minor	Updated to reflect new buildings and role of Carillion