

Section:	Emergency Planning	Number:	13.11
Approved By:	Senior Leadership Team	Date:	February 2026
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SUBJECT:	Code Grey – Air Exclusion		Page: 1 of 3

PURPOSE

To protect residents, visitors, and team members from exposure to hazardous or poor outdoor air conditions by implementing air exclusion measures during external air quality emergencies.

POLICY

Woodingford Lodge recognizes that external events may result in hazardous or degraded air quality that poses a health risk. When notified by appropriate authorities or when conditions indicate risk, Air Exclusion procedures will be implemented promptly to protect occupants and maintain a safe indoor environment.

DEFINITIONS

- **Air Exclusion:** An emergency response involving the isolation of the building from outdoor air to maintain safe indoor air quality.
- **External Air Quality Emergency:** Any external event that may compromise indoor air safety, including but not limited to:
 - Chemical or hazardous material spills
 - Industrial accidents
 - Fire and wildfire smoke
 - Poor air quality advisories (i.e. extreme Air Quality Health Index (AQHI) levels)
 - Environmental contamination as identified by authorities

TRIGGERS FOR AIR EXCLUSION

Air Exclusion may be initiated based on:

- Direction from emergency services or government agencies (Police, Fire, Ministry of the Environment, Emergency Management Ontario)
- Local public health advisories or AQHI warnings
- Visible smoke, odours, or airborne contaminants
- Direction from senior leadership based on risk assessment

ROLES AND RESPONSIBILITIES

- Registered Team Member in Charge:
 - Receive and document information from external agencies

- Obtain call-back contact information, if applicable
- Notify Manager/Manager On-Call
- Initiate Air Exclusion procedures when required
- Monitor resident conditions, especially those with respiratory or cardiac disease

- Leadership:
 - Authorize implementation in consultation with external agencies
 - Coordinate operational response
 - Liaise with emergency services
 - Ensure communication and documentation
 - Complete a Critical Incident Report for the Ministry of Long-Term Care

- Supervisor of Environmental Services:
 - Shut down or adjust HVAC and air handling systems as directed
 - Monitor building systems during Air Exclusion

- All Team Members:
 - Ensure exterior doors and windows remain closed
 - Limit entry and exit to essential movement only
 - Support resident comfort and safety

IMPLEMENTATION – AIR EXCLUSION PROCEDURE

1. Overhead announcement is made, repeating twice: “Attention – Code Grey is in effect. Please ensure all exterior doors and windows are closed. Stand by for further instructions.”
2. Secure all exterior doors and windows.
3. Post signage on the doors, advising Residents to not go outside.
4. Place towels or blankets at door and window bases as needed to minimize air infiltration.
5. Shut down or isolate outdoor air intake and air exchange systems:
 - a. Preferably by Supervisor of Environmental Services or Maintenance Lead Hand
 - b. If unavailable, HVAC shutdown via fire alarm Stage II **only in emergency situations**
6. Restrict access to and from the building to essential movement only.
7. Monitor indoor air quality, odours, and resident symptoms.
8. Modify activities as required to limit exertion, especially for high-risk residents.

RESIDENT SAFETY AND CARE CONSIDERATIONS

- Identify Residents with respiratory conditions (COPD, Asthma), cardiac disease, anxiety or high risk for heat related illness
- Ensure medications (i.e. inhalers, oxygen) are readily available
- Provide reassurance and clear communication
- Adjust temperature and humidity to maintain comfort

COMMUNICATION

- Updates provided to team members as new information becomes available
- Families are notified if the situation is prolonged or impacts resident care
- All external communication coordinated by Senior Leadership

RETURN TO NORMAL OPERATIONS

Once authorities confirm conditions are safe:

1. Registered Team Member in Charge or Manager will announce twice, “Attention – Code Grey all clear, please return to your regular duties.”
2. Gradually restore HVAC systems as directed by Maintenance Department.
3. Resume normal access and activities.
4. Monitor residents for delayed symptoms.

DOCUMENTATION AND FOLLOW UP

- Incident details documented
- Actions and timelines recorded
- Any resident health concerns documented
- Post-Incident review conducted if required