

Section:	Emergency Planning	Number:	13.13
Approved By:	Senior Leadership Team	Date:	February 2026
Date of Creation:	October 2013	Date of Review:	December 2025
SUBJECT:	Code Brown – Internal Hazard or Disaster	Page:	1 of 3

### PURPOSE

To ensure a timely, coordinated, and effective response to internal hazards or disasters originating within Woodingford Lodge that may pose a risk to resident health, safety, dignity, or continuity of care.

### POLICY

Woodingford Lodge is committed to maintaining a safe environment. Any internal hazard or disaster will be treated as urgent until resolved, with immediate action taken to protect residents, team members, and visitors. Responses will be coordinated, escalated appropriately, and documented in compliance with legislative requirements.

### DEFINITIONS

- **Internal Hazard or Disaster:** An event originating within the facility that creates immediate or potential risk to occupants, including but not limited to:
  - Natural gas leaks
  - Hazardous chemical spills or releases
  - Carbon monoxide leaks or emissions
  - Boil water advisories
  - Internal flooding or water damage
- **Code Brown:** Emergency response to internal environmental hazards such as gas leaks, chemical spills, or carbon monoxide

### GENERAL RESPONSE PRINCIPLES

- Protect life and ensure immediate safety
- Do not attempt corrective actions that may increase risk
- Notify emergency services when required
- Escalate to management without delay
- Implement Code Green evacuation when conditions warrant
- Communicate clearly and calmly
- Document actions, decisions, and timelines

## NATURAL GAS LEAK OR HAZARDOUS CHEMICAL SPILL/RELEASE

1. Immediate Actions:
  - a. Evacuate all people from the immediate affected area
  - b. Do not attempt to stop the leak or spill unless trained and directed by emergency services
  - c. To minimize explosion risk, do not in the affected area:
    - i. Operate electrical equipment
    - ii. Turn switches on or off
    - iii. Use phones or cell phones
    - iv. Smoke or light flames
    - v. Use elevators
  - d. Ventilate the area by opening doors and windows, **only if safe to do so**
  - e. All communication occurs **without the use of overhead paging systems**
2. Notifications:
  - a. Call:
    - i. 911 (Fire Department)
    - ii. Enbridge Gas: 1-866-763-5427 (if gas suspected)
    - iii. Supervisor of Environmental Services
    - iv. On-Call Manager (after hours)
  - b. Assign team members to meet emergency responders at the entrance
  - c. Implement Code Green evacuation if the hazard spreads or threatens the facility
  - d. Resume operations only when emergency personnel declare the area safe

## CARBON MONOXIDE LEAK/EMISSIONS

1. Recognition:
  - a. CO alarms sounding
  - b. Symptoms such as headache, dizziness, nausea, confusion
2. Response:
  - a. Treat CO monitor alarms as an emergency
  - b. Turn off suspected equipment if safe
  - c. Notify Maintenance Department Registered Team Member in Charge, Administrator, Manager On-Call (after-hours) immediately
  - d. Evacuate the affected area to fresh air if alarm continues
  - e. Call 911
  - f. Implement Code Green if emissions threaten wider areas
  - g. Do not reoccupy the affected areas until cleared by Fire Department

## BOIL WATER ADVISORY

1. Response:
  - a. Leadership or Registered Team Member in Charge receives notification from Public Health
  - b. Notify team members, residents, and families using approved communication methods

- c. Implement use of bottled or approved potable water for all oral intake (i.e. meals, snack passes, medication passes, oral care)
- d. Notify Supervisor of Nutritional Services immediately
- e. Ensure residents do not ingest tap water during bathing
- f. Monitor resident hydration and health status
- g. Maintain communication with Public Health
- h. Complete Ministry and Medical Officer of Health reporting if advisory exceeds three hours
- i. Communicate clearly when advisory is lifted
- j. Conduct post-event debrief

## INTERNAL FLOODING

1. Response:
  - a. Assess risk and identify source of flooding
  - b. Control source where safe to do so
  - c. Notify Maintenance Department Registered Team Member in Charge, Administrator, Manager On-Call (after-hours) immediately
  - d. Remove residents from affected areas
  - e. Determine need and level of evacuation
  - f. Active Code Green if required
  - g. Complete Ministry reporting if resident relocation occurs or if care impacted by flood
  - h. Conduct debrief and recovery planning
  - i. Do not reoccupy the affected areas until cleared by Fire Department

## STAFFING, RESIDENT CARE, AND CONTINUITY

- Ensure adequate staffing coverage during response
- Monitor vulnerable residents closely
- Maintain medication safety, nutrition, hydration, and hygiene
- Consider team member fatigue and safety

## COMMUNICATION

- Provide clear instructions to team members
- Families notified as appropriate
- Media communication managed by the Director of LTC

## DOCUMENTATION

- Record incident details, timelines and actions
- Complete Critical Incident Reports as required under FLTCA, 2021
- Notify Public Health, as applicable