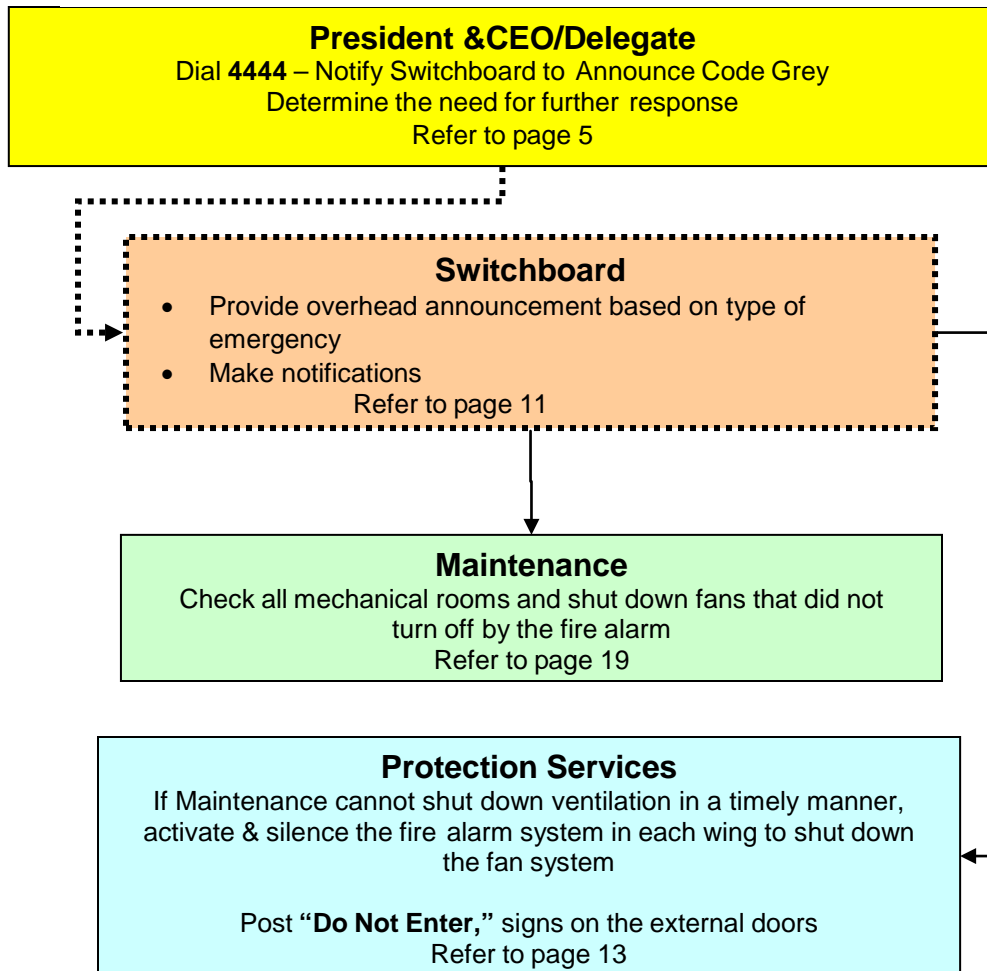


1.0 Overview

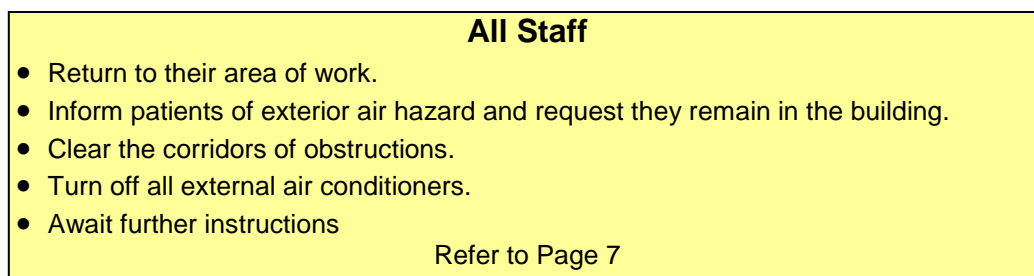
CODE GREY

External Air Exclusion

Upon Notification of an External Air Emergency



Upon Hearing a Code Grey External Air Exclusion



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2.0 General Overview

2.1. Plan to be Used in Case of an External Air Emergency

When the facility receives notification of an external air emergency from an appropriate authority (i.e. Police, Fire, etc.) the President & CEO/Delegate will activate the Code Grey.

External air exclusion or "Code Grey" procedures are designed to restrict the entry into the building of external contaminated air, by shutting down air exchange systems. This will permit patients and staff to exist in a volume of non-affected air contained within the building.

In the event that heavier-than-air, flammable, explosive gases have entered the municipal sewer system and entered the building through the drains, Code Green (evacuation of the building) may be mandatory. For all other situations, Code Grey procedure is to be initiated.

2.2. Severe Weather Information

Severe weather response is located in Appendix – Severe Weather

2.3. Authority to Declare

Only the President & CEO/Delegate has the authority to declare a Code Grey.

2.4. Incident Command Centre

Upon receiving notice of an external air emergency Protection Services will immediately establish an Incident Command Centre¹ (Security Office on Dietary 1). The Director of Protection Services/Delegate will assume command and coordinate the shut down activities.

The person acting as the Incident Commander (e.g. Director, Protection Services/Delegate) must be prepared to transfer command to a higher authority (Police, Fire Department, etc.), or apply unified command².

¹ "Incident Command Centre" is a centrally located space available to coordinate and manage resources including the dispatch and coordination of search teams. "Incident Command" reports to the Hospital Emergency Operations Centre (if active).

² "Unified Command" is a team effort which allows all departments/agencies with responsibility for the incident, to jointly provide management direction to an incident through a common set of incident objectives and strategies established at the command level.

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3.0 Response & Recovery – President & CEO/Delegate³

Response

3.5. Upon Notification of an External Air Emergency

- ☐ Notify Switchboard **4444** to announce the type of Code Grey (either External Air Exclusion or Severe Weather (see Appendix – Severe Weather for more information))
- ☐ Coordinate with the Incident Commander and provide Unified Command
- ☐ Code Grey procedures will be considered when:
 - ☐ The necessary time frame to permit evacuation does not exist, or is not practical (i.e. air contamination is widespread);
 - ☐ The movement of critical patients is medically unadvisable; and/or
 - ☐ If recommendation is to commence an evacuation see Code Green (Evacuation)
- ☐ An emergency staff call back of other staff is not anticipated as it may put them unnecessarily at risk. However if the emergency is to last into the next work shift, some means of ensuring that the hospital is staffed properly throughout the emergency is necessary

Recovery

- ☐ In consultation with the Incident Command Centre/Emergency Operations Centre (if active), determine whether the crisis has concluded, that it is safe to resume normal operations, and authorize the Switchboard to announce the “Code Grey - All Clear”
- ☐ Implement a course of action to manage a major disruption of Hospital routine, if necessary
- ☐ Arrange for a debrief session between Incident Command and the Emergency Operations Centre (if activated)
- ☐ Determine the need for a Critical Incident Stress Debriefing (EFAP⁴) for involved staff.

³ Delegate refers to the next level of appointed authority; in this case, the Duty Administrator

⁴ “EFAP” is an Employee and Family Assistance Program available free of charge to staff of Kingston General Hospital through the Occupational Health, Safety & Infection Control department.

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4.0 Response & Recovery – All Staff

Response

4.1. Procedure If You Hear a Code Grey – External Air Exclusion Announced Overhead

- ☐ Return to your area of work
- ☐ Assess and report to your manager any work that requires the use of outside air
- ☐ Close all external windows and doors
- ☐ Shut off all fans and air conditioners
- ☐ Return all patients to their rooms. Patients in wheelchairs and wheeled lounge chairs may remain in their chair at the bedside
- ☐ Clear corridors of unessential obstructions
- ☐ Be prepared for an evacuation announcement (Code Green)
- ☐ Stay indoors until the All Clear is given
- ☐ Instruct patients and visitors

Infection Control

- ☐ Confirm if anyone is in isolation and requiring a negative pressure room
- ☐ Instruct areas with negative pressure rooms to apply a yellow mask to the patients in the rooms
- ☐ Assess the level of response required
- ☐ Document and report assessment to the Incident Command Centre, when requested

Respiratory Therapy

- ☐ Provide medical air tanks to patient care areas as needed
- ☐ Assess the level of response required
- ☐ Document and report assessment to the Incident Command Centre, when requested

Clinical Labs

- ☐ If the fire alarm is activated in your area, all intake and exhaust fans will be shut down; it may be necessary for all staff to evacuate the lab areas.
- ☐ Assess the level of response required
- ☐ Document and report assessment to the Incident Command Centre, when requested
- ☐ If evacuation is required:
 - ☐ Turn off all equipment currently in use
 - ☐ Ensure everyone evacuates the lab area
 - ☐ Post “**Do Not Enter**” sign, Appendix B, on the entry door(s) once the lab is cleared
- ☐ Contact external delivery companies to refrain from coming into the area

Patient Care Areas, Clinics, Central Processing Services and Imaging

- ☐ If the fire alarm is activated in your wing the ventilation will be shut down.
- ☐ Assess the level of response required
- ☐ Document and report assessment to the Incident Command Centre, when requested
- ☐ If evacuation is required:
 - ☐ Refer to Code Green (Evacuation)
 - ☐ Turn off all equipment currently in use
 - ☐ Ensure everyone evacuates the area
 - ☐ Post “**Do Not Enter**” sign, Appendix B, on the entry door(s) once the area is cleared

Operating Room

- ☐ If the fire alarm is activated in your wing the ventilation fans and medical air supply will be shut down.
- ☐ Complete OR procedures in process
- ☐ Postpone/cancel upcoming procedures
- ☐ Document and report assessment to the Incident Command Centre, when requested

Nutrition Services

- ☐ During an external air emergency, there is a possibility of an extended emergency that could last more than one day. Steps would need to be taken to isolate all food and liquid products to ensure adequate distribution to staff, patients, and visitors in the event of a long-term emergency.
- ☐ Assess the amount of food and liquid products available
- ☐ Isolate area vending machines
- ☐ Document and report assessment to the Incident Command Centre, when requested

Recovery**4.2. Upon Notification that the Code Grey – External Air Exclusion has Concluded**

- ☐ Advise patients and visitors that the crisis no longer exists
- ☐ Resume normal duties
- ☐ Refer any media inquiries to Strategy Management & Communications

5.0 Response & Recovery – Switchboard

(For Severe Weather response refer to page 31)

Response

5.1. Upon Notification of an Code Grey – External Air Exclusion

Notification of an external air emergency will come from the President & CEO/Delegate⁵

- ☐ Announce overhead three times **“Code Grey – External Air Exclusion – please remain in your work area until advised further. Close windows. Do not operate external doors. Do not leave the hospital.”**

Notify:

- ☐ Security at **4142**
- ☐ Maintenance **3333**
- ☐ Infection Control advise that internal air handling will be shut off and that Maintenance will contact them with further information
- ☐ Respiratory Therapy advise that internal air handling will be shut off and that Maintenance will contact them with further information

Recovery

5.2. Upon Notification that the Crisis Has Concluded

- ☐ Announce over the public address system three times, **“Code Grey– External Air Exclusion, All Clear”**
- ☐ Refer any media inquiries to Strategy Management & Communications

⁵ Delegate refers to the next level of appointed authority; in this case the Duty Administrator.

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6.0 Response & Recovery – Protection Services

Response

6.1. Upon Notification of a Code Grey - External Air Exclusion

Security Operations Centre Operator

Notify the following if not already aware:

- ☐ Mobile Patrol Supervisor
- ☐ Director of Protection Services/Delegate
- ☐ Manager of Security & Life Safety
- ☐ Manager of Emergency Management, Parking and Security Operations Centre
- ☐ **When requested to do so**, contact the fire alarm monitoring company and the fire department to tell them the fire alarm system will be activated in order to shut down the air handling system and not because there is a fire

Security Supervisor

- ☐ Contact Maintenance to see if building automation will be used to shut down air intakes in a timely manner.
- ☐ If air intakes will not be shut down quickly, activate fire alarm pull stations in each wing of the hospital to shut down the fan systems
 - ☐ Ensure the pull stations that are activated are reset after each activation.
- ☐ Lock all the external entrances and assign available staff to stop people from entering/exiting, see Appendix A for list of doors
- ☐ In the absence of the Director of Protection Services assume command of the incident until the arrival of a higher authority (i.e. Duty Administrator, etc.)
 - ☐ Declare your intention to take command over the radio network

Security Officers

- ☐ Advise anyone trying to leave that they need to return to the area they came from
- ☐ Await instruction from Incident Command.

Recovery

6.2. Upon Notification that the Crisis Has Concluded

Security Operations Centre Operator

Notify:

- ☐ Director of Protection Services/Delegate, if not already aware
- ☐ Security Mobile Patrol Supervisor, if he/she is not already aware

Security Supervisor

- ☐ Reset the fire alarm system
- ☐ Unlock external doors as appropriate and remove signs
- ☐ Ensure that a comprehensive occurrence report is filed immediately

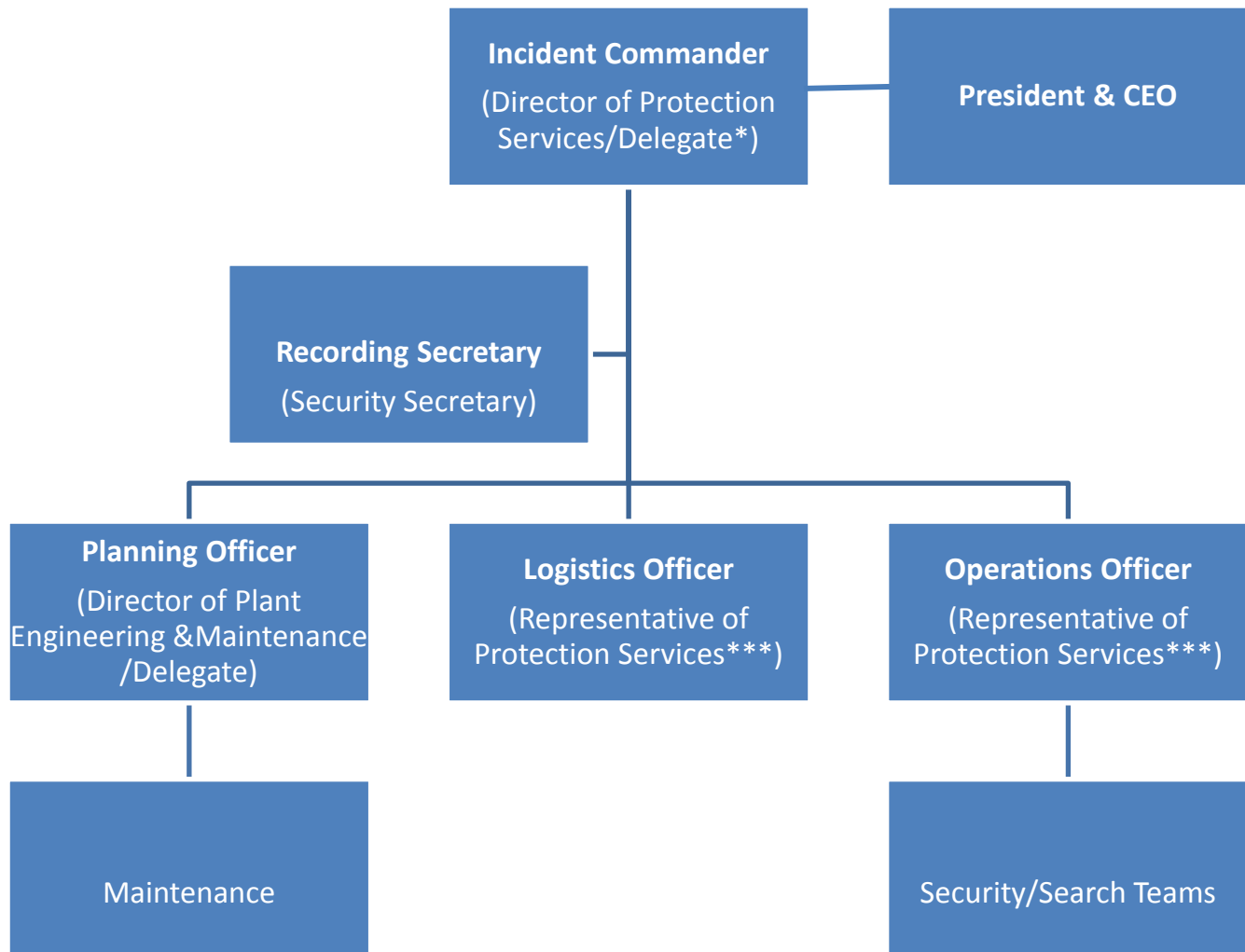
Security Officers

- ☐ Await direction from the Incident Commander or Security Mobile Patrol Supervisor
- ☐ Participate in a debriefing session

7.0 Response & Recovery – Incident Command Centre

Response

7.1. Incident Management System



* Delegate is the next level of appointed authority. In this case, it may be but is not limited to: the Manager of Emergency Management, Parking & Security Operations Centre; Manager of Security, Life Safety & Access Control, or Security Supervisor

** Delegate is the next level of appointed authority. In this case, the Manager of Maintenance

*** Representative of Protection Services may be but is not limited to: Director of Protection Services; Manager of Emergency Management, Parking & Security Operations Centre; Manager of Security, Life Safety & Access Control, or Security Supervisor

7.2. Upon Receiving the Code Grey - External Air Exclusion Notification**Incident Commander – Director of Protection Services/Delegate**

- ☐ Establish the Incident Command Centre (Security Office on Dietary 1)
- ☐ Contact Switchboard and ensure they are aware of the contact number for the Incident Command Centre
- ☐ Have them announce Code Grey – External Air Exclusion if it has not already been announced as approved by the President & CEO
- ☐ Appoint the following positions, only if the regular assigned persons are not available:

Planning _____**Logistics** _____**Operations** _____**Recording Secretary** _____

- ☐ Receive status report/discuss initial action plan with required positions
- ☐ Activate a comprehensive search to verify that the windows and external doors are all closed and sealed
 - ☐ In collaboration with Operations Officer, brief search teams
- ☐ Conduct regular business cycles with members of the Incident Command Centre
- ☐ Review listing of departments in section 3.0 All Staff and request assessments from departments, as required
- ☐ Notify Risk Management of the incident
 - ☐ If the incident is expected to cost more than \$5000 for clean-up and repair:
 - ☐ Ensure a SAFE Report is submitted online
 - ☐ Ensure required information for insurance purposes is gathered
- ☐ Prepare to provide a situational report to the President & CEO/Delegate and continue to provide updates
- ☐ Contact Strategy Management & Communications to provide information for internal and external release
- ☐ Liaise with Duty Administrator and assess the need to activate the Corporate Emergency Operations Center (EOC) and call back of Program Managers
 - ☐ If required, notify Control Centre Operator to call EOC members (KGH Primary and KGH Primary Alternate electronic fan out contacts) if required, and have them report to the EOC (Watkins 2 Executive Committee Room)
- ☐ Authorize staff fan-out lists, as required, in consultation with Program Directors/Managers

- ☐ Ensure the EOC is appropriately informed of any identified risk issues
- ☐ Brief Program Directors on the status of the incident
- ☐ When the EOC is activated assume role of Emergency Management/Liaison Officer and delegate role of Incident Commander

Planning – Director of Plant Engineering & Maintenance/Delegate

- ☐ Report to the Incident Command Centre (Security Office on Dietary 1)
- ☐ Oversee Maintenance response to the external air exclusion
- ☐ Initiate the recall of off-duty Maintenance staff, as required
- ☐ Ensure the continuation of Maintenance functions in the remainder of the facility
- ☐ Consider implications of the air exclusion on the function of mechanical and plant engineering equipment (clogged or damaged filters, damaged air handling units, etc.)

Logistics Officer – Representative of Protection Services

- ☐ Report to the Incident Command Centre after initial assessment of the spill
- ☐ Gather and prepare “Do Not Enter” notices, Appendix B for external doors
- ☐ Gather and prepare search team kits
- ☐ Be prepared to provide provisions for the Incident Command Centre in the event of an extended emergency (i.e. food, drink, rest area, etc.)

Operations Officer – Representative of Protection Services

- ☐ If Maintenance is unable to use the building automation system to shut down the external air ventilation fans, activate the fire alarm system in each wing to shut down intake fans
 - ☐ **Contact Security Operations Centre to notify the fire alarm monitoring company and the Fire Department that the fire alarm system will be activated in order to shut down the air handling system and not because there is a fire**
 - ☐ Ensure pull stations are reset after activation so that the fire alarm system can be reset as quickly as possible after the incident
- ☐ Under the direction of the Incident Commander, be prepared to coordinate search teams, including appointing search team leaders
- ☐ In collaboration with the Incident Commander, brief the search teams
- ☐ Ensure Do Not Enter/warning signs are posted at the external entrances and assign available staff to stop people from entering/exiting, where possible. See Appendix A for list of doors
- ☐ In the absence of the Director of Protection Services assume command of the incident until the arrival of a higher authority (i.e. Duty Administrator, Security Supervisor, etc.)

Recording Secretary

- ☐ Document all action within the Incident Command Centre
- ☐ Prepare for the termination of the emergency and any debriefing requirements (i.e. paper, pens, location, etc.)

Recovery**7.3. Upon Notification That the Crisis Has Concluded****Incident Commander**

- ☐ Instruct Switchboard to announce “Code Grey – External Air Exclusion – All Clear”
- ☐ Arrange and prepare for a debriefing session
- ☐ Attend debriefing with Hospital Emergency Operations Centre, if activated
- ☐ Contact Strategy Management & Communications to provide information for internal and external release
- ☐ Resume normal duties

Planning Officer

- ☐ Ensure that all documentation is collected for debrief preparation
- ☐ Attend the Incident Command Centre debriefing session
- ☐ Resume normal duties

Logistics Officer

- ☐ Ensure the return and proper storage of all search kits
- ☐ Update maps, checklists and supplies in each search kit, if necessary Obtain all “Do Not Enter” signs
- ☐ Attend the Incident Command Centre debriefing session
- ☐ Resume normal duties

Operations Officer

- ☐ Reset the fire alarm system
 - ☐ Ensure fire monitoring company and fire department are aware of the fire alarm system resuming operations
- ☐ Unlock external doors as appropriate and remove signs
- ☐ Ensure that a comprehensive occurrence report is filed immediately
- ☐ Attend the Incident Command Centre debriefing session
- ☐ Resume normal duties

Recording Secretary

- ☐ Document recovery actions within the Incident Command Centre

8.0 Response & Recovery – Plant Engineering & Maintenance

Response

8.1. Upon Receiving the Code Grey - External Air Exclusion Notification

Director of Plant Engineering & Maintenance\Delegate

- ☐ Attend the Incident Command Centre (Security Office on Dietary 1) to take on role of Planning Officer

Manager of Maintenance\Delegate

- ☐ Request HVAC Technician to shut down the air handling system via building automation
- ☐ Review the need to shut down medical air supply based on potential impact to air intakes and filters from the external air emergency
 - ☐ If medical air supply must be shut down contact Respiratory Therapy immediately
 - ☐ Advise Infection Control of the impact from the air handling shut down to negative pressure rooms in the hospital
- ☐ Liaise with the Director of Maintenance to provide updates as required

Plant Engineering & Maintenance Staff

- ☐ Return to the Maintenance department and shut off ventilation equipment in shop rooms
Complete a systematic check to ensure all outside openings are closed (after normal business hours request Security to assist with this process)
- ☐ Seal all mechanical rooms that cannot be shut down from outside air
- ☐ Gather and prepare “Do Not Enter” notices (Appendix B) for these doors
- ☐ Seal all window air conditioners from the inside with plastic and tape
- ☐ In cooperation with Incident Command Centre, evaluate the extent of the external contamination and determine which areas could be potentially turned back on

Housekeeping Staff

- ☐ Report to your department to be accounted for, as you may be requested to assist in the comprehensive search of the facility to ensure that all windows and external doors are closed and sealed
- ☐ If you are assigned to stand by a door to prevent access:
 - ☐ Place signs on door windows so that signs can be seen clearly by persons who want to enter/exit the building (see Appendix B)
 - ☐ Direct anyone that insists on leaving to the Brock Street main entrance
 - ☐ Never leave the door unattended.
- ☐ Report problems/concerns to the Incident Command Centre

Recovery**8.2. Upon Notification That the Crisis Has Concluded****Manager of Maintenance\Delegate**

- ☐ Conduct a debriefing session with involved staff
- ☐ Ensure any required documentation is completed
- ☐ Refer any media inquiries to the Strategy Management & Communications office
- ☐ Resume normal duties

Plant Engineering & Maintenance Staff

- ☐ Remove signs and seals from the mechanical rooms
- ☐ Prepare for a debriefing session with the Incident Command
- ☐ Refer any media inquiries to the Strategy Management & Communications office
- ☐ Participate in a debriefing session

Housekeeping Staff

- ☐ Collect all notes, maps, search kits and door signs and return them to the Incident Command Centre

9.0 Response & Recovery – Department Managers/Delegate⁶

Response

9.1. Upon Notification of a Code Grey – External Air Exclusion

- ☐ Return to your area of work
- ☐ Head up a departmental response
- ☐ Ensure that response is completed for nearby areas which may not be staffed
- ☐ Assess the needs of the department for staff and supplies if the hospital were isolated for a number of hours or days
- ☐ Check to ensure that all outside vents and fans within the department are closed and obtain the assistance of Maintenance, if necessary
- ☐ Prepare for the need to evacuate the facility

Recovery

9.2. Upon Notification That the Crisis Has Concluded

- ☐ Conduct a debriefing session with involved staff
- ☐ Ensure any required documentation is completed
- ☐ Refer any media inquiries to the Strategy Management & Communications office
- ☐ Resume normal duties

⁶ Delegate refers to the next level of appointed authority; in this case, the Charge Nurse.

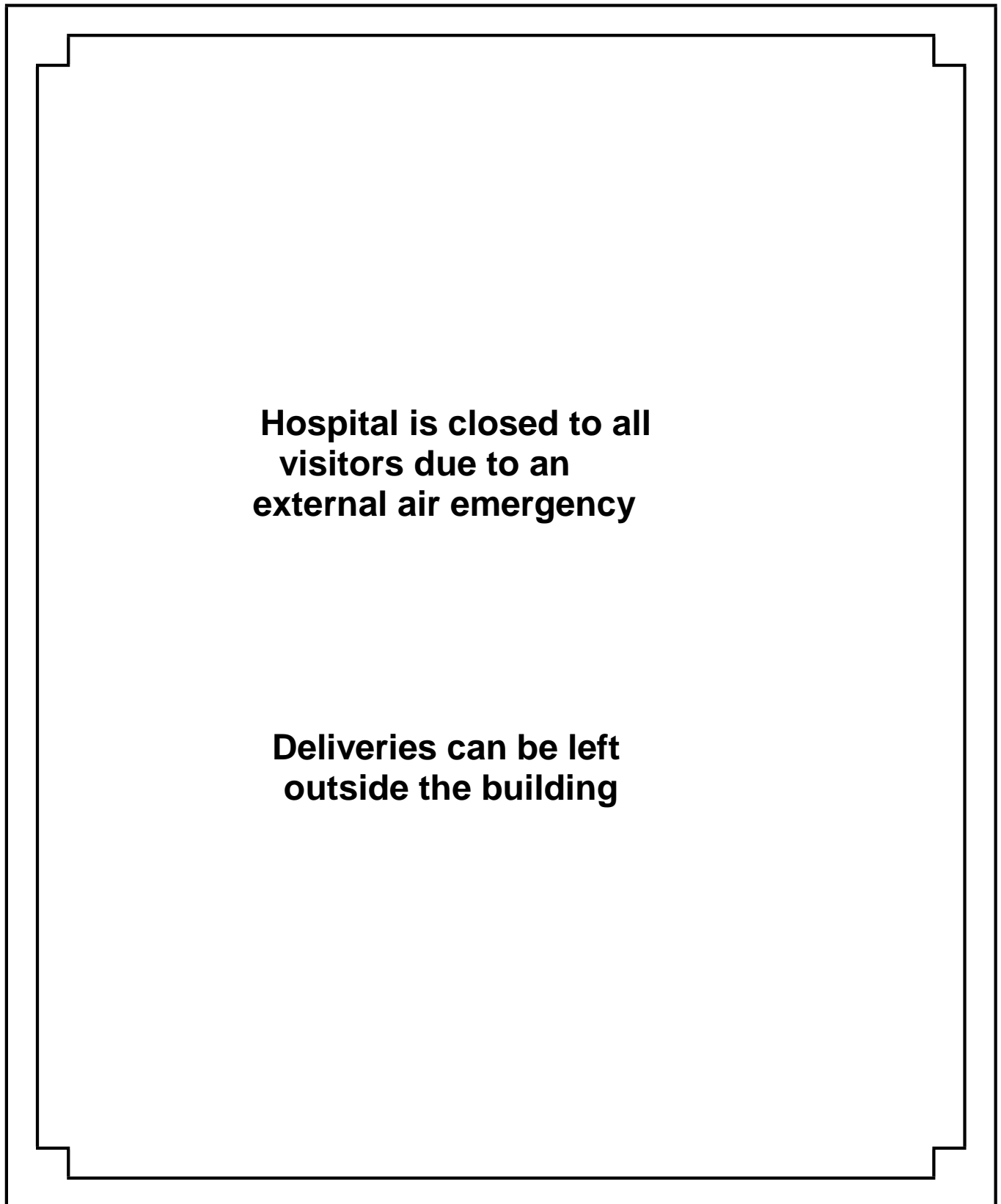
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10.0 Appendix A – Exit Door Listing


Door #	Wing	Level	Assigned to
Anagada stairwell	Angada	0	
Angada main – 4-2-301	Angada	2	
Near Purchasing: 16-0-008-1	Armstrong	0	
Stairwell A: 16-0-009	Armstrong	0	
Main sliding door: 16-1-001	Armstrong	1	
Armstrong Roof – 16-6-001	Armstrong	1	
Within room 2-025: No door #	Connell	0	
Exterior door of maintenance: 2-0-043	Connell	0	
Within 2-056: No door #	Connell	0	
Within 2-052, No Door #	Connell	0	
Diesel storage room, under ER ramp x2 doors: No door #	Connell	0	
Storage room on west side of ER ramp: No Door #	Connell	0	
Stairwell I: 2-100	Connell	1	
Side door of ambulance bay: 2-120	Connell	1	
Ambulance sliding door: No Door #	Connell	1	
ER waiting room exterior door: 2-121	Connell	1	
Stairwell H: No Door #	Connell	1	
Connell Roof – 2-1100-1	Connell	11	
Stairwell N: 7-008	Dietary	0	
Generator room at back of small courtyard: 7-014	Dietary	0	
Exterior door to top of ER ramp: 7-121	Dietary	1	
Exterior door to staff courtyard: No door #	Dietary	1	
Separation door between staff courtyard and ER ramp: No door #	Dietary	1	
Stairwell L: 7-100	Dietary	1	
Storage room doors x2, outside of stairwell L in small courtyard: No door #	Dietary	1	
Dietary Roof – No #	Dietary	5	
Dietary Roof Access #1 – No #	Dietary	5	
Dietary Roof Access #2 – No #	Dietary	5	
Next to chemical storage, within leads to access hatch: No door #	Douglas	0	
Chemical storage, next to old carpet storage room: No door #	Douglas	0	
Old carpet storage room: No door #	Douglas	0	
Stairwell J: 8-143	Douglas	1	
Morgue access ramp door: 8-146	Douglas	1	
Core lab exterior door: 9-178.	Douglas	1	
Douglas Roof 1 – 8-509A – Goes to small roof. Hallway across from Connell 5.	Douglas	5	
Douglas Roof Access within Elevator Machine Room – Door #1 - No #	Douglas	5	
Douglas Roof Access within Elevator Machine Room – Door #2 - No #	Douglas	5	

Door #	Wing	Level	Assigned to
Exterior Door, Stairwell C: 22-0-133-2-1	Kidd/Davies:	0	
Exterior Door, Stairwell C: 22-0-133-1	Kidd/Davies:	0	
Stairwell E, exterior door: 22-0-010-5-1	Kidd/Davies:	0	
Electrical room within stores: 22-0-010-4-1	Kidd/Davies:	0	
Loading Dock exterior door: 22-0-022	Kidd/Davies:	0	
Revolving door, main entrance: 21-1-304	Kidd/Davies:	1	
Stairwell F exterior door: 22-011	Kidd/Davies:	1	
Exterior door next to revolving door: No #	Kidd/Davies:	1	
Exterior Door, stairwell G: 22-1-144	Kidd/Davies:	1	
Stairwell D, east and west exit doors: No Door #	Kidd/Davies:	1	
Loading bay garage doors x4: No door #	Kidd/Davies:	1	
Garbage room: No Door #	Kidd/Davies:	1	
Nickle entrance – 4-2-111	Nickle	2	
Victory Staff Entrance – 3-0-113-1	Victory	0	
Victory Entrance – 3-1-217-3	Victory	1	
Victory Roof – 3-4-302	Victory	4	
Watkins Main entrance – 4-2-206-1	Watkins	2	
Watkins Roof – 4-6-200-1	Watkins	6	

11.0 Appendix B – Do Not Enter Signs



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**This door is closed to all
traffic due to an
external air emergency**

**Please return to the area
you came from**

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12.0 Appendix – Severe Weather**12.1. Overview**

CODE GREY

Severe Weather

Upon Notification of a Tornado

Protection Services

Determine status: watch or warning
Call KGH Switchboard to make announcement or if after
hours make announcement
Refer to page 13

Switchboard

- Provide overhead announcement based on type emergency
- Make notifications

Refer to page 11

Upon Hearing a Severe Weather – Cautionary

All Staff

- Return to your area of work.
- Inform patients of weather risk and request they remain in the building
- Clear the corridors of obstructions.
- Turn off all external air conditioners.
- Await further instructions

Refer to Page 7

Upon Hearing a Severe Weather – Stat

All Staff

- Draw all shades and close all drapes (and windows if time permits) to protect against shattering glass / airborne objects and water hazard from heavy rains
- Clear off windowsills to remove any items that could become airborne
- Do **not** open windows, opening windows increases the danger
- Close all doors to protect against shattering glass / airborne objects
- Do not use the elevators
- Lower all non-ambulatory patient beds to the lowest position, move the bed as far away from the window as possible, and cover the patient with a blanket
- Get as many ambulatory patients, visitors and staff as possible into a windowless corridor. Advise them to crouch as low as possible and cover their head and neck with a blanket (or their hands if no blankets are available)
- Evacuate large-span, flat roofed areas or areas encased with windows. (café, main entrance, etc.)

Refer to Page 7

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13.0 General Overview

13.1. Plan to be Used in Case of an Severe Weather

When the facility receives notification of an external air emergency from an appropriate authority (i.e. Municipality, NOAA, Environment Canada, etc.) the President & CEO/Delegate will activate the Code Grey.

13.2. Severe Weather Information

If a tornado or unusually severe thunderstorm appears inevitable or imminent, whether or not an actual warning has been issued, precautions should be taken to minimize the risk to life and reduce damage to property

13.2.1.Characteristics of Tornadoes:

- In Canada, May to September are the prime tornado months, with the peak season in June and early July
- Tornadoes' precursors are warm humid weather and thunderstorms
- Tornadoes often strike in the late afternoon or early evening when temperatures are highest
- Most tornadoes look like a violently twisting funnel cloud, but some may look like a large, low-lying cloud, a large rain shaft or even smoke from a fire
- Tornadoes are categorized on a scale of 0 (weakest) to 5 (strongest)⁷. Tornado wind speeds are estimated *after the fact* based on the damage they produce
- Tornadoes can come one at a time or in clusters and they may touch down for only a matter of seconds, or remain in contact with the ground for over an hour

13.2.2.Mechanisms of Injury/Death Due To Tornadoes:

- Flying debris is the greatest danger from tornadoes
- Most of the serious injuries and deaths occur because the victims became airborne, solid objects became airborne or structures collapse

13.3. Authority to Declare

Only the President & CEO/Delegate has the authority to declare a Code Grey.

13.4. Definition of watch versus warning (Cautionary versus Stat)

- **Tornado Watch:** Conditions are conducive to the development of tornadoes in and close to the watch area. **Code Grey – Severe Weather Cautionary** applies.
- **Tornado Warning:** A tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area. **Code Grey – Severe Weather Stat** applies.

13.5. Incident Command Centre

Due to the sudden and often unpredictable nature of tornadic activity it will likely be impossible to set up an Incident Command Centre in a timely manner to coordinate a

⁷ Source "Enhanced Fujita Scale".

response to a severe weather incident. As a result, the immediate response activities described in this plan must be implemented during a severe weather incident to ensure the safety to our patients, staff and visitors.

Any emergencies that result from a severe weather event should be responded to by staff by activating the appropriate emergency code after the immediate danger has passed. This will result in an Incident Command Centre being established, as applicable.

14.0 Response & Recovery – All Staff

Response

14.1. Procedure If You Hear a Code Grey – Severe Weather Cautionary Announced Overhead

All Staff

- ☐ Return to your area of work
- ☐ Avoid using elevators
- ☐ Inform patients of weather risk and request they remain in the building
- ☐ Clear the corridors of obstructions.
- ☐ Turn off all external air conditioners.
- ☐ Await further instructions

14.2. Procedure If You Hear a Code Grey – Severe Weather Stat Announced Overhead

All Staff

- ☐ Draw all shades and close all drapes (and windows if time permits) to protect against shattering glass/airborne objects and water hazard from heavy rains
- ☐ Clear off windowsills to remove any items that could become airborne
- ☐ Do **not** open windows, opening windows increases the danger
- ☐ Close all doors to protect against shattering glass/airborne objects
- ☐ Do not use the elevators, where possible
- ☐ Lower all non-ambulatory patient beds to the lowest position, move the bed as far away from the window as possible, and cover the patient with a blanket
- ☐ Get as many ambulatory patients, visitors and staff as possible into a windowless corridor. Advise them to crouch as low as possible and cover their head and neck with a blanket (or their hands if no blankets are available)
- ☐ Evacuate large-span, flat roofed areas or areas encased with windows. (I.e. café, main entrance, etc.)

Recovery

14.3. Upon Notification that the Code Grey – Severe Weather has concluded

- ☐ Be prepared to implement relevant codes such as Code Orange, Code Green as required by the existing situation(s)
- ☐ Remain calm and alert, and monitor weather broadcasts for additional information and instructions
- ☐ Do not go outside until it is announced that it is safe. Tornadoes may occur in clusters
- ☐ Assess, triage and treat appropriately any injuries (e.g. first aid, calling Code 99 or Blue)

- ☐ Watch your step to avoid broken glass, other hazardous debris, water, downed power lines etc.
- ☐ Be aware that cell phones may not work reliably due to tower damage/increased demand
- ☐ Assess the power, water and communication status of your area and report it to Maintenance via your area/department's supervisor
- ☐ Do not use matches or lighters in case of leaking natural gas or fuel
- ☐ Check with Maintenance that the elevators are functioning properly before using them
- ☐ Determine if there is a need to evacuate or isolate an area
- ☐ Stay out of any damaged areas as the structures may collapse
- ☐ Participate in a debriefing session

15.0 Response & Recovery - Switchboard

Response

Notification of a severe weather emergency will come from the President & CEO/Delegate

15.1. Upon Notification of an Code Grey – Severe Weather Cautionary (Tornado Watch)

- ☐ Announce overhead three times **“Code Grey – Severe Weather Cautionary”**
- ☐ Announce once – **“Please remain in your work area until advised further. Close and keep away from windows. Do not operate external doors. Do not leave the hospital.”**

Notify:

- ☐ Security at **4142**
- ☐ Plant Engineering & Maintenance **3333** / on-call

15.2. Upon Notification of an Code Grey – Severe Weather Stat (Tornado Warning)

- ☐ Announce overhead three times **“Code Grey – Severe Weather Stat”**
- ☐ Announce once – **“Please remain in your work area until advised further. Close and keep away from windows. Do not operate external doors. Do not leave the hospital.”**

Notify:

- ☐ Security at **4142**
- ☐ Plant Engineering & Maintenance **3333** / on-call

Recovery

Notification of the conclusion of the severe weather emergency will come from the President & CEO/Delegate

15.3. Upon Notification that the Crisis Has Concluded

- ☐ Announce over the public address system three times, **“Code Grey – Severe Weather , All Clear”**
- ☐ Refer any media inquiries to the Public Affairs Office
- ☐ Assess the power and communication status of your area and report it to Maintenance via your area / department’s supervisor

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16.0 Response & Recovery – Protection Services

Response

16.1. Upon Notification of a Code Grey – Severe Weather Cautionary

Security Officers

- ☐ Avoid using elevators
- ☐ Inform patients of weather risk and request they remain in the building
- ☐ Clear the corridors of obstructions.
- ☐ Turn off all external air conditioners.
- ☐ Await further instructions

16.2. Upon Notification of a Code Grey – Severe Weather Stat

- ☐ Do not use the elevators
- ☐ Move all patients, visitors and staff inside the building to corridors and “close” the smoking area and patios
- ☐ Notify units that their patient(s) is inside and where, as the elevators should not be used to bring them back to their units
- ☐ Remove any objects from outside areas that could become airborne missiles
- ☐ Clear off windowsills to remove any items that could become airborne
- ☐ Draw all shades and close all drapes (and windows if time permits) to protect against shattering glass/airborne objects and water hazard from heavy rains
- ☐ Do **not** open windows, opening windows increases the danger
- ☐ Close all doors to protect against shattering glass/airborne objects
- ☐ Ensure all necessary equipment is plugged into red/emergency outlets, in case of power outage

TAKE THE FOLLOWING ACTIONS IN PATIENT CARE AREAS:

- ☐ Get as many ambulatory patients, visitors and staff as possible into a windowless corridor. Advise them to crouch as low as possible and cover their head and neck with a blanket (or their hands if no blankets are available)
- ☐ Evacuate large-span, flat roofed areas or areas encased with windows. (I.e. café, main entrance, etc.)

16.3. Upon Notification That the Crisis Has Concluded

Security Operations Centre Operator

Notify:

- ☐ Director of Protection Services/Delegate, if not already aware
- ☐ Security Mobile Patrol Supervisor, if he/she is not already aware

Security Mobile Patrol Supervisor☐ **WHEN IT IS SAFE TO DO SO:**

- ☐ Ensure immediate grounds/parking lots are checked for hazards such as broken glass, downed/exposed wiring, broken pipes, and toppled structures and report them to Plant Engineering & Maintenance
 - ☐ Report any power or water supply issues to Plant Engineering & Maintenance
 - ☐ Notify Risk Management of the incident
 - ☐ If the incident is expected to cost more than \$5000 for clean-up and repair:
 - ☐ Ensure a SAFE Report is submitted online
 - ☐ Ensure required information for insurance purposes is gathered
 - ☐ Check with Plant Engineering & Maintenance that the elevators are functioning properly before using them
 - ☐ Check that any exterior structures are sound before allowing patients back into those areas
 - ☐ Participate in a debriefing session
- ☐ Ensure that a comprehensive occurrence report is filed

Security Officers

- ☐ Await direction from the Incident Commander or Security Mobile Patrol Supervisor
- ☐ Participate in a debriefing session

17.0 Response & Recovery - Plant Engineering & Maintenance

Response

17.1. Upon Notification of a Code Grey – Severe Weather Cautionary Maintenance and Housekeeping Staff

- ☐ Avoid using elevators
- ☐ Inform patients of weather risk and request they remain in the building
- ☐ Clear the corridors of obstructions.
- ☐ Turn off all external air conditioners.
- ☐ Await further instructions

17.2. Upon Notification of a Code Grey – Severe Weather Stat Maintenance and Housekeeping Staff

- ☐ Draw all shades and close all drapes (and windows if time permits) to protect against shattering glass/airborne objects and water hazard from heavy rains
- ☐ Clear off windowsills to remove any items that could become airborne
- ☐ Do **not** open windows, opening windows increases the danger
- ☐ Close all doors to protect against shattering glass/airborne objects
- ☐ Do not use the elevators
- ☐ Ensure all necessary equipment is plugged into red/emergency outlets, in case of power outage

TAKE THE FOLLOWING ACTIONS IN PATIENT CARE AREAS:

- ☐ Get as many ambulatory patients, visitors and staff as possible into a windowless corridor. Advise them to crouch as low as possible and cover their head and neck with a blanket (or their hands if no blankets are available)
- ☐ Evacuate large-span, flat roofed areas. (I.e. cafeteria, dietary area, physiotherapy into clinic and speech therapy corridors)

Recovery

17.3. Upon Notification That the Crisis Has Concluded Maintenance

- ☐ Prepare for a debriefing session with the Incident Command
- ☐ Refer any media inquiries to the Strategy Management & Communications office
- ☐ Participate in a debriefing session
- ☐ Check the immediate grounds/patios/parking lots for hazards such as broken glass, downed/exposed wiring, broken pipes, and toppled structures
- ☐ Check that any exterior structures are sound before allowing patients back into those areas

- ☐ Check that lines/pipes/containers for large nitrogen, oxygen fuel tanks are intact
- ☐ Check elevators to ensure they are functioning properly and are safe to use
- ☐ Obtain assessments of power, water and communication status from staff

Housekeeping Staff

- ☐ Prepare for a debriefing session with the Incident Command
- ☐ Assist with clean-up of affect areas as directed
- ☐ Refer any media inquiries to the Strategy Management & Communications office
- ☐ Participate in a debriefing session

18.0 Response & Recovery – Department Managers/Delegate

Response

18.1. Upon Notification of a Code Grey – Severe Weather Cautionary

- ☐ Return to your area of work
- ☐ Avoid using elevators
- ☐ Inform patients of weather risk and request they remain in the building
- ☐ Clear the corridors of obstructions.
- ☐ Turn off all external air conditioners.
- ☐ Await further instructions

18.2. Upon Notification of a Code Grey – Severe Weather Stat

- ☐ Draw all shades and close all drapes (and windows if time permits) to protect against shattering glass/airborne objects and water hazard from heavy rains
- ☐ Clear off windowsills to remove any items that could become airborne
- ☐ Do **not** open windows, opening windows increases the danger
- ☐ Close all doors to protect against shattering glass/airborne objects
- ☐ Do not use the elevators
- ☐ Ensure all necessary equipment is plugged into red/emergency outlets, in case of power outage

TAKE THE FOLLOWING ACTIONS IN PATIENT CARE AREAS:

- ☐ Get as many ambulatory patients, visitors and staff as possible into a windowless corridor. Advise them to crouch as low as possible and cover their head and neck with a blanket (or their hands if no blankets are available)
- ☐ Evacuate large-span, flat roofed areas or areas encased with windows. (I.e. café, main entrance, etc.)

Recovery

18.3. Upon Notification That the Crisis Has Concluded

- ☐ Conduct a debriefing session with involved staff
- ☐ Ensure any required documentation is completed
- ☐ Refer any media inquiries to the Strategy Management & Communications office
- ☐ Resume normal duties

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