

Gas Leak	Policy Manual Section: Section 4—Emergency Management Planning	
Evacuation – Code Green Internal Disaster – Code Orange		
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PURPOSE

The purpose of the natural gas leak emergency procedures is to provide a management system that organizes the functions, tasks, and staff to systematically respond when there is a suspected or detected natural gas leak. This plan promotes communication and coordination and provides staff with direction as to who is in charge including staff roles and responsibilities.

PROCEDURE

Bay Haven’s activation plan criteria to initiate a natural gas leak emergency when,

- A staff member suspects or detects a natural gas leak **Inside** the building or,
- A natural gas leak/smell occurs **Outside** the building.

Natural Gas Leak (Inside) the building

In the event of a natural gas leak inside the building the following actions shall be done immediately:

1. Remove any residents from the immediate area and move to an area outside the gas odor area
2. If possible, to accomplish within seconds, leave the windows and exterior door open to ventilate the area
3. Sound the fire alarm
4. Call 911
5. The Charge Nurse, who has been trained and given authority to declare a natural gas emergency procedure will announce Code Green – **Evacuation** - over the PA system three times. Implementing a partial or total the evacuation procedure is the decision of the "Supervisor" (Charge Nurse - Nursing Home). If evacuation is necessary the “Supervisor” will announce, “Attention all Staff, Code Green, Code Green, Code Green is in effect”. Additionally, the "Supervisor" will manually activate the evacuation signal Stage two of the fire alarm system. Stage two, or the evacuation signal, is a fast steady ring and different from the Stage One fire alarm which is a slow, intermittent ring.
6. All staff members will report to the Charge Nurse (Incident Manager) and be assigned to evacuate residents from the immediate “hot zone”
7. Do not use any potential ignition sources or flames
8. Turn off the labelled main gas valve located in the back hall next to the face recognition time clock
9. Follow the direction of the Fire Department once they arrive on site
10. The Administrator or designate will notify the Ministry of Labour and the Ministry of Health regarding the emergency

11. Create Critical Incident Report or assign a registered staff to complete and submit.
12. Conduct/ record debriefing exercise, consider improvements and review the effectiveness of the plan
13. The facility shall remain in shut down mode until advised otherwise. Local law and enforcement and emergency providers will make the determination regarding possible evacuation of residents to off-site emergency shelters

Natural Gas Leak (Outside) the building

Air Exclusion:

In the event of the need for external air exclusion specifically natural gas, the Supervisor (Charge Nurse - Nursing Home) will ensure all routes that allow air into the building are blocked off and obstructed. The following actions shall occur immediately:

1. The Supervisor or delegate will announce over the PA system “Attention Staff Code Orange, Code Orange, Code Orange **Air Exclusion** is in effect”. Notify the Director of Nursing, or designate, Administrator and the Director of Support Services
2. The fire alarm system shall be activated to signal staff to begin emergency procedures
3. Call 911
4. All windows and outside doors shall be closed
5. Air conditioning units shall be turned off in the facility and outlets switched to the closed position. Seal any gaps around window type conditioners with duct or masking tape. An assortment of tapes can be found in the Maintenance Office on the wall mounted peg board above the work bench
6. All ceiling fans in all areas of the facility i.e., washrooms, main lounge, offices, retirement home, and exhaust fans in the Dietary Department shall be turned off
7. Air make-up units shall be turned off using access switches located in the following areas:
 - Custodial Closet in Maintenance Hall
 - Custodial Closet on East wing
 - Dietary Department at Maintenance Hall door
 - Retirement Home in Custodial Closet
 - Glass Vestibule area linking Retirement Home with Nursing Home area air exhaust fan
 - Electrical Closet leading into the Retirement Suites
8. Use tape and plastic (black garbage bags) to cover and seal exhaust grills, range vents, dryer vents and any other opening to the outside
9. If an explosion is possible outdoors, close the drapes, curtains, or shades over the windows. Keep residents and staff away from external windows to prevent injury from flying glass
10. Follow the direction of the Fire Department once they arrive on site
11. Tune into the local radio or television station for further information and guidance
12. The Administrator or designate will notify the Ministry of Labour and the Ministry of Health regarding the emergency
13. Create Critical Incident Report

14. Conduct/ record debriefing exercise, consider improvements and review the effectiveness of the plan
15. The facility shall remain in shut down mode until advised otherwise. Local law and enforcement and emergency providers will make the determination regarding possible evacuation of residents in the event of an air exclusion external gas leak.
16. See Evacuation Emergency Policy for further details

Conduct Debriefing Meeting / Plan for Recovery:

The purpose of the debriefing meeting is to ensure all appropriate parties have been notified and that corrective measures have been taken. This includes a debrief for residents, substitute decision makers, staff, volunteers, and students. The debriefing exercise also provides an opportunity to evaluate and revise policy, listen to concerns, document lessons learned and support those who might be experiencing distress due to the emergency including referral to Employee Assistance Programs. Residents will be monitored for signs of distress/trauma and if required referral can be made to appropriate counselling.

The Plan of Recovery process will be unique to each emergency event. The objective is to reduce risk and incorporate prevention and mitigation components that result in a higher level of preparedness. Recovery plans can be for short-term and long-term priorities for restoration of functions, services, resources, facilities, and infrastructure. Short-term recovery plans could include repairs to damaged infrastructure (damaged windows or vents) and working with staff to compensate them for overtime wages. Long-term recovery plans might include installation of new safety equipment.

ROLES AND RESPONSIBILITIES OF STAFF

Charge Nurse- Nursing Home:

The Charge Nurse becomes the Incident Manager during a natural gas leak and will notify all staff on duty of the gas leak emergency by announcing Code Green (**evacuation**) or Code Orange (**air exclusion**) three times over the P.A. system. All staff to report to the Nursing Station and await further instructions as indicated below by category of staff. Charge Nurse to ensure key personnel are equipped with walkie-talkies for communicating with the Incident Manager. After the emergency, document and complete the Critical Incident Report. (LTC only). Conduct debriefing exercise and modify resident care plan with strategies, if necessary.

Charge Nurse- Retirement Home:

The Retirement Home Charge Nurse report to the Nursing Home Charge Nurse and assist the Nursing Home Charge Nurse if required. Retirement Home Manager will notify RHRA once the gas emergency has been declared over.

Retirement Home Staff:

The Retirement Home staff will report to the Nursing Home Charge Nurse and follow directions to evacuate residents or to assist with air exclusion duties.

Nursing Department Staff:

The Nursing staff will report to the Charge Nurse and follow directions to evacuate residents or assist with air exclusion duties.

Administrator:

The Administrator will meet with the Incident Manager, the Director of Nursing and the Director of Support Services for a briefing of the incident. The Administrator working with the Charge Nurse, the Director of Nursing and the Director of Support Services will assist evacuation residents or performing air exclusion duties. The Administrator will ensure that the gas emergency is conducted with a minimum of publicity. Only the Administrator will communicate with the media referencing the Communication Plan for Incident Management. See Emergency Communication Plan for further details.

Director of Nursing:

The Director of Nursing will work closely with the Incident Manager and the Director of Support Services and assist and support as necessary.

Dietary Department Staff:

The Dietary staff will report to the Charge Nurse and follow directions to evacuate residents or to assist with air exclusion duties.

Laundry Department Staff:

The Laundry staff will report to the Charge Nurse and follow directions to evacuate residents or assist with air exclusion duties.

Housekeeping Department Staff:

The Housekeeping staff will report to the Charge Nurse and follow directions to evacuate residents or assist with air exclusion duties as directed.

Dietary/Housekeeping Aide Retirement Home:

The Dietary/Housekeeping Aides in the Retirement Home will report to the Charge Nurse and follow directions to evacuate residents or assist with air exclusion duties as directed.

Director of Support Services (DSS):

The Director will report to the Charge Nurse and follow directions to evacuate residents, or if the gas leak is outside the building, he/she will assemble supplies (tape, plastic, scissors) to close off vents and windows to prevent gas from entering the building.

Maintenance Staff:

The Maintenance staff report to the Charge Nurse and follow directions to evacuate residents, or if the gas leak is outside the building, he/she will assemble supplies (tape, plastic, scissors) to close off vents and windows to prevent gas from entering the building.

Recreation Department Staff:

The Activity staff will report to the Charge Nurse and follow directions to evacuate residents or assist with air exclusion duties as directed.

Human Resources and Information Manager:

The Human Resources Information Manager will report to the Charge Nurse and follow directions to evacuate residents or assist with air exclusion duties as directed.

Volunteers /Visitors:

Visitors:

Will remain with the resident with whom they are visiting and follow the instructions of the Charge Nurse.