

CODE BROWN

(In-facility Hazardous Spill)

Reviewed: August 2019

INTRODUCTION

A **Code Brown** (in-facility hazardous spill) is initiated to ensure a quick and appropriate response in the event of a spill at the hospital/grounds.

A **Code Brown** must be initiated when the spill threatens:

- The safety of the occupants of the building.
- The environment.
- The property of the hospital.

GENERAL INSTRUCTIONS TO ALL STAFF

It is the responsibility of all staff to:

- Attend training and be familiar with the Workplace Hazardous Information Management System (WHIMS).
- Practice safe storage and handling of all hazardous materials.
- Report any potential hazard to your manager or designate.
- Upon hearing **Code Brown** announcement, continue with regular duties and wait for further instructions.
- All staff must sign the Emergency Code Staff Record for any Code (drill or actual).
- Participate in the debriefing session as required.

CODE BROWN PROCEDURE

Upon discovery of hazardous or potentially hazardous material spill:

- Secure the area by instructing all visitors, patients/residents and others to leave the area immediately.
- Notify your manager or designate of the incident.
- Follow departmental policy and procedure to contain the hazardous situation.
- If unable to manage the situation, notify switchboard to announce a **Code Brown** over the PA system.
- Remain at the scene (if safe to do so) until the arrival of the Code Brown Response Team.
- Debriefing session will be held following the completion of **Code Brown**.

CODE BROWN RESPONSE TEAM:

The Code Brown Response Team will consist of the following personnel:

- Manager of affected area or designate
 - Senior administration-on-call
 - Manager of Support Services or designate
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- Upon hearing a Code Brown announcement, proceed to the specific area.
 - Assess the situation and identify the hazardous material's properties by consulting the Material Safety Data Sheet.
 - Determine appropriate response/intervention to resolve the situation (i.e.: clean up, evacuation, contacting external agencies, initiating IMS, etc.).
 - Clear Code Brown when appropriate.
 - Facilitate a debriefing session to evaluate the situation.
 - Complete a formal [Codes Evaluation Form](#) and forward to the Manager of Support Services (administration).

INDIVIDUAL RESPONSIBILITIES:***Switchboard***

When notified of a **CODE BROWN** situation, announce the following over the PA system:

**Attention please, attention please
Code Brown – specific area
Code Brown – specific area
Code Brown – specific area**

Example:

**Attention please, attention please
Code Brown – Room 303 LTC
Code Brown – Room 303 LTC
Code Brown – Room 303 LTC**

When directed, announce the following over the PA system:

**Attention please, attention please
Code Brown all clear
Code Brown all clear
Code Brown all clear**