

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP06.4-002		
SECTION: Code Grey Building Emergency – CO (Carbon Monoxide)/Gas Leak	PAGE 1 of 3		
SUBJECT: Code Grey Building Emergency – CO(Carbon Monoxide)/Gas Leak Staff Roles	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: All Staff			
<i>A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Management Plan on Surge.</i>			

ALL STAFF - I discovered the alarm or leak and/or smell natural gas

1. REMOVE or EVACUATE any residents or visitors from the affected area
2. ENSURE containment –close the door (s)
3. TELL staff to report the alarm to the Chief Warden
4. If no other staff are nearby GO TO the closest location to find a staff member and then return to the area
5. OPEN windows or doors to VENTILATE the unaffected areas
6. FOLLOW instructions from the Area Warden

CHIEF WARDEN – After being made aware of A CO (CARBON MONOXIDE) ALARM OR PRESENCE OF NATURAL GAS

1. PUT ON the Chief Warden emergency Vest
2. ANNOUNCE “Code Grey CO” and the location of the alarm 3 times slowly and clearly
3. GO TO the affected area
4. CONFIRM the alarm and/or presence of gas
5. ENSURE resident & visitors have been removed from affected areas
6. CALL 911
7. ENSURE windows and doors are opened to provide ventilation in the unaffected areas
8. ASSIGN 1 staff to the front entrance to meet the emergency crews
9. INITIATE the Protocol for Urgent Maintenance Services if required
10. INITIATE the EMERGENCY FAN OUT SYSTEM if required.
11. FOLLOW instructions from emergency crews

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CHIEF WARDEN - If the situation requires relocation of the residents to another facility;

1. DETERMINING relocation of residents will be authorized by the home's Administrator or emergency crews
2. ACTIVATE & FOLLOW the CODE GREEN Emergency Response Plan

CHIEF WARDEN - When Code Grey CO/Gas Leak is over

1. ANNOUNCE "all clear Code Grey CO/Gas Leak" three times
2. ASSIGN staff to take residents back to their rooms and conduct head count
3. DEBRIEF with staff
4. COMPLETE and distribute Emergency Drill Report

AREA WARDEN – After being made aware of A CODE GREY CO (CARBON MONOXIDE)/GAS LEAK in my area

1. RETURN to your area by the safest route, if you are not already on the area
2. PUT ON the Area Warden emergency armband
3. CONFIRM the location of the alarm
4. ENSURE residents and visitors have been removed from the affected area
5. FOLLOW instructions from the Chief Warden and emergency crews

AREA WARDEN – After being made aware of A CODE GREY CO (CARBON MONOXIDE)/GAS LEAK outside of my area

1. RETURN to your area by the safest route, if you are not already on the area
2. PUT ON the Area Warden emergency armband
3. SEND a staff member to the affected area to assist (In the absence of other staff (ex. night shift) go to the affected area to assist)
4. Tell staff to OPEN windows and doors in your area

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ALL OTHER STAFF – After being made aware of A CODE GREY CO (CARBON MONOXIDE)/GAS LEAK

1. If not directly supervising residents, RETURN to your assigned area by the safest route, if you are not already on the area and REPORT to the Area Warden
2. If directly supervising residents REPORT to the Area Warden where you are
3. FOLLOW instruction from the Area Warden

ADMINISTRATOR - After being made aware of A CODE GREY CO (CARBON MONOXIDE)/GAS LEAK

1. Assist the Chief Warden with carrying out the duties of the Chief Warden
2. Assume the role of the Chief Warden if required

MANAGERS - After being made aware of A CODE GREY CO (CARBON MONOXIDE)/GAS LEAK

1. Return to your assigned area by the safest route, if you are not already on the area and report to the Area Warden
2. Follow instruction from the Area Warden, Chief Warden and emergency crews
3. Assume the role of the Area Warden if required
4. Assume the role of the Chief Warden if required