

## DEARNESS HOME POLICIES AND PROCEDURES

<b>MANUAL:</b> Emergency Management Plan	<b>INDEX NO:</b> EMP08-002		
<b>SECTION:</b> Code Brown – Chemical Spill	<b>PAGE</b> 1 of 2		
<b>SUBJECT:</b> Code Brown – Chemical Spill Staff Roles	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
<b>APPROVED BY:</b>			
<b>DOCUMENT APPLIES TO:</b> 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 Learning.</i>			

### **CHIEF WARDEN – After being made aware of A CHEMICAL SPILL**

1. PUT ON the Chief Warden emergency vest
2. ANNOUNCE “Code Brown” and the location of the spill 3 times slowly and clearly
3. GO TO the affected area
4. CONFIRM the location of the spill
5. ENSURE resident and visitors have been removed from the affected area
6. CALL 911 if necessary
7. CALL spill response contractor if necessary
8. ASSIGN 1 staff to go to the front entrance to meet the emergency crews
9. INITIATE the emergency FAN OUT system if required
10. FOLLOW instructions from emergency crews

### **CHIEF WARDEN - When CODE BROWN is over**

1. ANNOUNCE “All Clear Code Brown” three times
2. REPORT the spill if required
3. ASSIGN staff to take residents back to their rooms and conduct head count
4. DEBRIEF with staff
5. COMPLETE and distribute Emergency Drill Report

### **AREA WARDEN – After being made aware of A CODE BROWN CHEMICAL SPILL that is 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 spill
4. Get the Safety Data Sheet

## DEARNESS HOME POLICIES AND PROCEDURES

<b>SUBJECT:</b> Code Brown – Chemical Spill Staff Roles	<b>INDEX NO:</b> EMP08-002	<b>PAGE:</b> 2 of 2
---	----------------------------	---------------------

5. ENSURE residents and visitors have been removed from the affected area
6. Tell staff to get the emergency spill kit
7. FOLLOW instructions from the Chief Warden and emergency crews

### **AREA WARDEN – After being made aware of A CODE BROWN CHEMICAL SPILL that is not 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. SEND a staff member to the affected area to assist

### **ALL OTHER STAFF – After being made aware of A CODE BROWN CHEMICAL SPILL**

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 BROWN CHEMICAL SPILL**

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 BROWN CHEMICAL SPILL**

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