

**Riverview Gardens - Municipality of Chatham-Kent**  
**Emergency Response Plan**  
**Code Grey External Emergency Air Exclusion - Annex E**

**Policy Code: EME GRE**

**Issued: March 2010**

**Revised: July 2025**

## **Table of Contents**

Policy .....	2
Code Grey Procedures .....	2
Authority to call a Code Grey .....	2
Requirements to call a Code Grey .....	2
Charge Nurse .....	2
Steps to implementing a Code Grey.....	2
Maintenance .....	3
Director, Seniors Services .....	3
Emergency Control Group (ECG) .....	4
Department Operation Centre (DOC).....	5

**Riverview Gardens - Municipality of Chatham-Kent**  
**Emergency Response Plan**  
**Code Grey External Emergency Air Exclusion - Annex E**

**Policy Code: EME GRE**

**Issued: March 2010**

**Revised: July 2025**

## **Policy**

Riverview Gardens recognizes that there is a potential for external emergencies related to air quality to happen within the community and will respond appropriately based on the severity of the event.

### **Code Grey Procedures**

A Code Grey is called when the air quality outside the home is poor due to a hazardous substance in the community that may have a detrimental effect to residents and staff. The purpose of a Code Grey is to restrict, not completely eliminate, the amount of fresh air coming into the home through the HVAC system. In conjunction with the fresh air being restricted, there will also be a mandatory requirement that all windows be closed. When a Code Grey is activated heat will be supplied to the home through the radiant panels and not through the ventilation system.

#### **Authority to call a Code Grey**

The Director, Senior Services or designate, the Charge Nurse, or the Supervisor, Maintenance Services or designate, have the authority to call a Code Grey. If the Charge Nurse has concerns about the quality of air coming into the home after hours they are to contact the Supervisor, Maintenance Services or designate for further direction.

#### **Requirements to call a Code Grey**

A Code Grey will not be called due to odours from the Ethanol plant. Odours must have the potential to cause health issues for residents and staff and must not simply be offensive.

Circumstances that may result in a Code Grey being called are, but are not limited to, a large nearby fire resulting in extensive smoke, chemical spill in the vicinity, train derailment in the area, explosions, etc.

Official notification from the fire department will only be received when they are dealing with situations involving potentially hazardous materials. They will not notify facilities that are downwind from a fire if there are no suspected hazards in the building where they are battling a fire.

The extent and length of the Code Grey will be determined by each individual emergency.

### **Charge Nurse**

#### **Steps to implementing a Code Grey**

If the Charge Nurse has concerns regarding the quality of the air coming into the home they are to contact the Supervisor, Maintenance Services (or designate).

Once the decision has been made to implement a Code Grey by the appropriate deciding authority (see above) the following steps will be taken:

1. Call the Director, Seniors Services or designate (if necessary);
2. Announcement overhead "Attention All Staff, Code Grey. All windows must be closed immediately and close any external doors" X3;

**Riverview Gardens - Municipality of Chatham-Kent**  
**Emergency Response Plan**  
**Code Grey External Emergency Air Exclusion - Annex E**

**Policy Code: EME GRE**

**Issued: March 2010**

**Revised: July 2025**

**Please note:** if the Code Grey occurs on the midnight shift the Charge Nurse should contact the RPN on each floor directly and not make an announcement overhead;

3. Contact Maintenance at 6706 or 6709 to confirm they heard the announcement and are proceeding with the shutdown procedures of the HVAC system. If it's after hours contact the on-call maintenance employee or the Maintenance Supervisor
4. Charge RN to check or assign staff to tour the outside areas, including the King & Robertson entrances and the Garden area for residents, all residents must be brought back into the home;
5. Charge RN to request housekeeping to lock the door to Garden area after Courtyard is checked. Courtyard is locked daily from 21:30 to 06:30.
6. Contact Supervisor, Maintenance Services (or Supervisor, Environmental Services) to secure the facility at the King and Robertson entrances so residents cannot exit the home (if necessary);
7. Person calling the Code Grey to assign an employee to post at the King, Robertson, staff, shipping and receiving and the staff back entrance the notice advising those entering the home that a Code Grey is in effect; (This notice is found at the end of this Annex);
8. Call Supervisor, Food Services, or designate, to advise of the situation (the ventilation system may be down and they will not be able to cook). If after hours call on cell phone;
9. Continue to monitor the situation, when the situation improves and there is no longer a risk announce overhead "Attention all staff, Code Grey all clear", have the HVAC system returned to normal, the Garden doors unlocked and the notices from the entrances removed. If the King and Robertson entrances were secured they can be returned to their normal operational status.

### **Maintenance**

If not notified prior to a Code Grey announcement being made, Maintenance will be notified immediately after the Code Grey is called. Maintenance staff will be responsible for shutting down the air handlers and depending on the cause of the Code Grey, the supply fan to the penthouse may also need to be shut down. Each situation will be individually evaluated by the maintenance personnel who will decide if it is necessary to shut down the supply fan to the penthouse. If the cause of the Code Grey is a chemical spill maintenance personnel should have limited access to the penthouse.

### **Director, Seniors Services**

If not involved in the decision making process to call a Code Grey, once notified of a pending Code Grey the Director, Seniors Services or designate will be responsible for notifying the following individuals or groups that a Code Grey is in effect, as deemed appropriate for the situation:

1. Management and administrative staff at Riverview Gardens

**Riverview Gardens - Municipality of Chatham-Kent**  
**Emergency Response Plan**  
**Code Grey External Emergency Air Exclusion - Annex E**

**Policy Code: EME GRE**

**Issued: March 2010**

**Revised: July 2025**

2. General Manager, Health and Human Services

Director may notify as necessary:

1. Council / Mayor
2. EMT
3. MOLTC (after 6 hours)

**Emergency Control Group (ECG)**

Depending on the size and scope of the Code Grey and the anticipated length, if known, the Director, Senior Services or designate, may deem it necessary to gather the members of the Emergency Control Group.

The Emergency Control Group (ECG) are members of Riverview Gardens management team who are responsible for coordinating the provisions of the essential services necessary to minimize the effects of an emergency effecting the home. The ECG consists of the following members:

Position	Alternate
<b>Director, Seniors Services</b>	1. Supervisor, Maintenance Services 2. Director of Nursing 3. Manager, Long Term Care
<b>Director of Nursing</b>	1. Nurse Manager
<b>Manager, Long Term Care, Emergency Portfolio</b>	1. Manager, Long Term Care, HR
<b>Supervisor, Maintenance Services</b>	1. Supervisor, Environmental Services 2.
<b>Supervisor, Environmental Services</b>	1. Supervisor, Maintenance
<b>Supervisor, Food Services</b>	1. Food Service Coordinator 2. Dietitian
<b>Supervisor, Therapeutic Recreation and Volunteer</b>	1. Coordinator, Training and Safety 2. Volunteer Services Assistant
<b>Medical Director</b>	1. Contract Doctor 2. CKHA - Hospital
<b>Social Worker**</b>	1. Social Worker 2. Medical secretary

\*The Manager of Long Term Care (Alternate: Supervisor, Maintenance) will also be overseeing the operations of the Emergency Communications Centre.

\*\* The Social Worker may not be a regular member in the Department Operations Centres but has been assigned backups due to the nature of the tasks completed by this position.

Providing guidance as requested to the ECG from the Municipality of Chatham-Kent would be the Assistant Chief, Fire & Emergency Services (designated Community Emergency Management Coordinator – CEMC).

**Riverview Gardens - Municipality of Chatham-Kent**  
**Emergency Response Plan**  
**Code Grey External Emergency Air Exclusion - Annex E**

**Policy Code: EME GRE**

**Issued: March 2010**

**Revised: July 2025**

Gathering of the ECG does not indicate that an emergency has been or will be declared or that the Department Operations Centre (DOC) will be established.

The ECG will discuss what, if any, further steps at the time may be required for the protection of the health and safety of the residents, visitors and staff during the Code Grey.

**Department Operation Centre (DOC)**

If it is deemed to be an extreme situation that may result in the Code Grey being active for an extended period of time, the Director, Senior Services or designate, may activate the DOC.

Activating the DOC does not indicate that an emergency has been declared. (See Emergency Response Plan and Annex Q for more information on the DOC). By activating the DOC it allows for a central location of control of the situation where all the incoming and outgoing information can be filtered and decisions can be made.

# **ATTENTION**

## **PLEASE READ BEFORE ENTERING**

Due to air quality outside of the home a Code Grey has been implemented.

We request that for the health & safety of the residents, visitors and staff that the following be adhered to by everyone in the home:

1. All windows MUST remain closed
2. Exterior doors are NOT to be propped open
3. Please enter and exit the home as quickly as possible