



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: H&S 3.15.10

DEPARTMENT: Administration -*Emergency Planning and Preparedness*

SUBJECT: *Code Grey - Gas Leak*

APPROVAL DATE:

REVISION DATE: July 2022; Dec. 2023

REVIEW DATE: October 2019; Dec. 2020; March 2022

Page 1 of 5

PURPOSE:

To ensure staff respond appropriately, consistently and safely in the event of a gas leak.

The Homes recognize that the potential of a natural gas leak exists. Where there is any suspicion or evidence of a gas leak at County of Elgin Homes, the following procedure outlines the actions to be taken promptly.

PROCEDURE:

Management/Charge Nurse on Duty:

Upon notification of a potential gas leak, the following will be announced over the paging system:

“CODE GREY – (location)” – 3 times

1. Evacuate all staff and/or residents from the immediate area to a safe location.
2. Open all windows and doors in the affected area if it is safe to do so.
3. Once it is safe to do so, contact the following:
 - a) Call 911 and ask for Fire Department (give instruction to send local fire department only).
 - b) Administrator/Director of Homes and Seniors Services (or designate)
 - c) Corporate Facilities Manager (or designate)
 - d) Union Gas (24 hours) at **1-877-969-0999 (Elgin Manor and Bobier Villa)**

OR

Natural Resource Gas at **519-773-5321 (Terrace Lodge).**



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Page 2 of 5

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- e) The Administrator or Director of Homes and Seniors Services will contact the Chief Administrative Officer, the Warden, the Director of Engineering and the Director of Human Resources and the Joint Health and Safety Committee (JHSC) as required.
4. To minimize the chances of an explosion during a suspected natural gas leak, **DO NOT do any of the following in the affected location:**
- Turn electrical equipment on or off
 - Unplug anything
 - Operate any electrical devices
 - Use phones, including cell and portable phones
 - Light a match or candle
 - Smoke
 - Use elevators
5. Follow directions of Union Gas and Fire Department officials. If instructed, staff may be required to relocate residents to another area of facility or initiate the evacuation plan.
6. Maintenance department to affect repairs. All Natural Gas repairs to be done by licensed gas fitters.
7. The Fire Department, in collaboration with Union Gas will confirm if area/building is safe for resident and staff to return and will communicate this to the manager on site/registered staff in charge who will inform and provide direction to staff on duty
8. Once confirmed the situation is all clear Management/Registered Staff will announce:

“CODE GREY – (location) – ALL CLEAR” – 3 times



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Page 3 of 5

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9. The Administrator or designate will complete the General Incident Form as well as the Critical Incident Report to Ministry of Health and Long-Term Care as required.
 10. Carbon monoxide (CO) detectors in the home (Bobier Villa) are connected to the fire panel. If the CO detector alarms, the fire bells will ring. The fire panel will display “CO detector (location) – the staff member will announce “Code Grey –Location” 3 times.
 11. Upon hearing the Code Grey announcement for a CO detector, staff will follow this policy and procedure and evacuate the affected zone/location of the CO detector.
 12. Should a full evacuation be required, staff will follow Administration Policy 3.15.06 Code Green Evacuation.
 13. Should loss of essential services occur, staff will follow Administration Policy 3.16 Loss of Essential Services.
 14. Communication during a Code Grey is critical – staff shall utilize land line, mobile devices, walkie talkies as available and required.

How to detect a natural gas leak

- **Smell**

Transmission natural gas has a stale petroleum/hydrocarbon smell. Before it is delivered, natural gas has mercaptan added which gives the gas a sulphur or “rotten egg” smell to help detect leaks.

- **Sight**

Natural gas is colourless, but vapour and “ground frosting” may be visible at high pressures. A gas leak may also be indicated by bubbles in wet or flooded areas, distinct



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Page 4 of 5

patches of dead vegetation, dust blowing from a hole in the ground or flames if the leak has ignited.

- **Sound**

A hissing or roaring noise along the right-of-way of a pipeline could also indicate a natural gas leak.

Post Incident Plan for Recovery

Following a Code Grey, a debrief will be conducted and will include staff, management, and, as applicable, others (students, volunteers, etc.) involved in the incident. Debriefing is an opportunity to build morale, listen to concerns, document lessons learned, and plan for regular operations. Emotional/physical support for those directly involved/witness to the code grey will be provided as determined by assessed need(s).

A documented evaluation of the incident, policy and procedure shall be conducted within 30 days of the Code Grey including what went well, opportunities for improvement, those in attendance, and dates changes implemented.

Testing and Evaluation

Homes are required to test emergency plans including arrangements made with emergency providers. Code grey testing must be conducted a minimum of annually.

Exercises can be developed to test essential elements, interrelated elements, or the entire plan.

These can take the form of table-top exercises, drills, functional exercised and field exercises.

Testing shall include a written record of testing and changes made to improve the plans including the corrective action, and timeframes.

Emergency plans must be evaluated and updated within 30 days of an emergency being declared over and annually should the plan not be activated.



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Page 5 of 5

References:

Fixing Long-Term Care Act, 2021

ON Reg. 246/22

Administration Policy 3.15.06 Code Green Evacuation

Administration Policy 3.16 Loss of Essential Services