

## Emergency Plan

<b>Subject:</b>	Emergency Plan: Gas Leak
<b>Emergency Code:</b>	CODE GREY - Infrastructure Loss or Failure

<b>Overview</b>	<p>Natural gas is a staple of many building heating/hot water systems and gas metering devices external to most facilities. Natural gas has a chemical added to the fuel to easily permit its detection by odour. If gas odours are strongly detected inside or outside, and/or if the odours are accompanied by hissing sounds, an immediate emergency may exist.</p> <p>St. Joseph's Continuing Care Centre has a natural gas connection onsite and it is used for building envelope heating systems, kitchen equipment, hot water and fireplaces throughout the facility.</p>
<b>Plan Activation:</b>	Any person(s) smelling natural gas or other strange odours in or around a building should immediately initiate this plan and communicate as per the plan below with the Administrator/Administrator on call, Charge Nurse (both sides), and/or 911 or our local gas utility (Union Gas).
<b>Lines of Authority (Chains of Command):</b>	<ul style="list-style-type: none"> <li>● The Executive Director (Administrator) or Administrator on Call</li> <li>● Director of Support Services or designate</li> <li>● Charge Nurse</li> <li>● Supervisor of Environmental Services</li> <li>● Maintenance Department Personnel</li> </ul>
<b>Communications Plan:</b>	<p>Directors, Managers, Supervisors and/or Registered Staff will immediately inform all staff via overhead paging (Code Grey), internal messaging system and/or e-mail as quickly as reasonably possible.</p> <p>If gas odours are strongly detected inside or outside, and/or if the odours are accompanied by hissing sounds, an immediate emergency may exist and 911 should be notified immediately. Second to that, Union Gas should be called at the emergency hotline at 1-877-969-0999 followed by the Administrator on Call.</p>
<b>Staff Roles and Responsibilities:</b>	<p>Remain calm and do not panic.</p> <p>Alert any passers-by to stay clear of the affected area. If you detect strong natural gas odours in an indoor location and cannot determine the source:</p> <ul style="list-style-type: none"> <li>● immediately vacate the room/space, close any doors behind you.</li> <li>● Ensure the communications plan detailed above is enacted immediately.</li> <li>● Do not turn on or off any electrical appliances or devices.</li> <li>● Shut Down the Elevators.</li> <li>● Initiate a shutoff of the main gas valves if possible and safe to do so. Valves are located:             <ul style="list-style-type: none"> <li>○ The West side of the building outside next to Stairwell C. There are two shutoff valves (one going to the roof and another going to the basement). Both should be closed immediately if possible.</li> </ul> </li> <li>● Code Green or Code Green STAT (Evacuation) may be warranted and could be initiated via the chain of command outlined above (in collaboration with first responders if present).</li> </ul>

**Plan for Recovery:**

**IMPORTANT** - Do not return to an evacuated building or area until and unless told to do so by an authorized official, such as an official from Union Gas or Chief from the local Fire Department.