

Emergency Plan

Subject:	Emergency Plan: Chemical Spills - Code Brown
Emergency Code:	CODE BROWN

Plan Activation:	<p>This plan would be enacted in the event that a chemical spill. Definition of a Spill from the Ministry of the Environment (MOE)'s Environmental Protection Act, 1990. (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e19_e.htm#s91s1)</p> <p>“Spill”, when used with reference to a pollutant, means a discharge, into the natural environment, from or out of a structure, vehicle or other container, and that is abnormal in quality or quantity in light of all the circumstances of the discharge.</p> <p>Therefore a spill can be a discharge of anything from a container or building which enters the natural environment (Air, Water & Land). The following are examples:</p> <ul style="list-style-type: none"> • Spill of gasoline in parking area • Broken bottle of chemicals in Lab • Freon leak from chiller • Leaking storage tank • Excessive fumes in a lab being vented through a fume hood <p>Some chemical spills need to be reported to the MOE Spill Action Center, so report all Spills to the Environmental Protection Services at (416) 978-7000 and they will recommend reporting to the MOE if necessary.</p>
Lines of Authority (Chains of Command):	<ul style="list-style-type: none"> • The Executive Director (Administrator) or Administrator on Call • Director, Information and Support Services or designate • Charge Nurse • Manager of Environmental Services • Maintenance Department Personnel
Communications Plan:	<p>Directors, Managers, Supervisors and/or Registered Staff will immediately inform all staff via overhead paging (Code Brown), internal messaging system and/or e-mail as quickly as reasonably possible.</p> <p>The Executive Director and/or Administrator on call should also be notified as quickly as reasonably possible.</p>
Staff Roles and Responsibilities:	<p>Major Chemical Spill</p> <ol style="list-style-type: none"> 1. Evacuate immediate area. Call Environmental Protection Services at: (416) 978-7000 2. State your name, location, chemical(s) involved, and the amount spilled. 3. Attend to any persons who may have been contaminated. Consult the Safety Data Sheet for first aid information. Refer to “Chemical Spills on Body” for further information. 4. Wait in a safe area for the response team. Your knowledge of the area will assist the team. 5. Do not allow unauthorized personnel to enter the contaminated area.

	<p>6. Report the incident to your supervisor and the Office of Environmental Health & Safety and to the local joint health and safety committee. Use the Accident/Incident Report form.</p> <p>Minor Chemical Spill Indoors</p> <ol style="list-style-type: none"> Stop – Think! Do not rush. Carefully plan cleanup. Get material safety data sheet and determine appropriate cleanup procedures for the material. The effects of a spill can be minimized with proper planning. The size, as well as the resultant hazard from a spill, will partially determine the extent of the required precautions. Planning for emergencies such as spills must be an integral part of preparation for all experimental work. Decide if you can safely handle this spill; If unsure, call (416) 978-7000 for assistance. If malorourous/hazardous vapours are generated from the chemical spill which can be spread outside the local area contact: Environmental Protection Services (416) 978-7000. Eliminate all ignition sources if flammable material is involved. Turn on fume hoods to capture or direct flow of vapours. Confine the spill to a small area. Do not allow the material to spread. Dike, block or contain the size of spread of liquid spill by using appropriate absorbing material (vermiculite, commercial absorbent, etc.). Should a particular chemical be used extensively in a laboratory, a spill kit is recommended. Appropriate protective equipment and cleanup materials (e.g. neutralizers, absorbent, etc.) must be used. Commercial spill kits are available that contain instructions, cleanup materials and protective equipment required to safely and effectively decontaminate a minor chemical spill. Carefully remove other materials, containers, equipment from path of the spill. Sweep solids of low toxicity into a dust pan and place into container for disposal. Dispose of all cleanup materials as hazardous waste. Waste must be properly packaged in a leak-proof container, sealed and labelled with a hazardous waste label. Call Environmental Protection Services at (416) 946-3473 for disposal. After removal of spilled material, if the chemical is soluble in water, the area should be washed with warm, soapy water to remove any remaining residue. Report the incident to the Director of Support Services and to the local joint health and safety committee. Use the Accident/Incident Report form. <p>Chemical Spill Outdoors</p> <ol style="list-style-type: none"> Contain spill rapidly by diking with suitable material (kitty litter, vermiculite, etc.). Attempt to prevent chemical from contaminating ground water and sewer system. Cover opening to sewer if able to do so. Immediately call Environmental Protection Services at (416) 978-7000 Do not leave the spill site unattended. Wait until assistance arrives. Report the incident to the Director of Support Services and fill out the Accident/Incident Report form.
Plan for Recovery:	The Administrator or delegate, along with the recovery/remediation team will meet at a frequency dictated by the authority in charge (ex: hourly) until full recovery is achieved and

	<p>all areas have been determined to be safe and are returned to normal.</p> <p>Depending on the size and nature of the spill, this determination may come from an external agency such as the Ministry of Labour, Ministry of Long-Term Care, Environmental Protection Services or others.</p>
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Reviewed:	<u>25 November 2025</u>
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