

<b>Title:</b> Code Grey- Infrastructure (Disruption or Failure)	<input checked="" type="checkbox"/> <b>Policy</b>	<input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>SOP</b>
<b>Category:</b> General <b>Sub-category:</b> Emergency Plan	<b>Distribution:</b> Organization Wide		
<b>Endorsed:</b> President & CEO <b>Signature:</b>	<b>Approval Date:</b>	June 3, 2014	
	<b>Reviewed/Revised Date:</b>	Dec. 1, 2020	
	<b>Next Review Date:</b>	Dec. 1, 2023	

CROSS REFERENCES: (EMER-90) Code Green; (IPC-1-18) Routine Practices and Additional Precautions

## 1. PURPOSE

Outline the actions to be taken when there is a hospital infrastructure disruption or failure. In some circumstances, the reduction of services or the implementation of Code Green, either partial or full, may precipitate from an initial Code Grey - Infrastructure.

## 2. POLICY STATEMENT

In the event of a Code Grey – Infrastructure, Thunder Bay Regional Health Sciences Centre (the Hospital) will provide an Emergency Plan to address response to such an incident.

## 3. SCOPE

Code Grey - Infrastructure (disruption or failure) includes:

- Significant building structural breach or failure (i.e., roof, wall, or related structure)
- Flood
- Building system failure or disruption:
  - a. Fire protection system or overhead paging system
  - b. Electricity or related power systems
  - c. Heating, cooling, and ventilation systems or gas supply
  - d. Water supply or contamination
  - e. Sewer discharge
  - f. Medical gas supply (oxygen, medical vacuum, medical air, nitrous oxide, nitrogen)
  - g. Loss of all elevators
- Internal telephone system
- Loss of network access

## 4. DEFINITIONS

*Incident Commander:*

The Admin Coordinator or Senior Manager On-Call is the initial Incident Commander in the event of a Code.

*Response Team:*

The group which has the obligation to evaluate and initiate response to a Code Grey - Infrastructure.

- Building Infrastructure Failure or Flood: Maintenance, Housekeeping and Security
- Building System Failure: Physical Plant/Maintenance
- Phone System: Informatics
- Network Infrastructure: Informatics

*Stage 1: Localized Impact:*

The incident is contained or minor in nature and it can be anticipated that it can be handled over a short period with limited impact to Hospital operations.

*Stage 2: Site-wide Impact:*

The situation will have broader or longer impact to hospital operations given the extent of the incident. This may include significant risk of damage, fire, risk to employees or patients, potential evacuation, etc.

**5. PROCEDURE**  
**PLAN INITIATION**

1. Upon discovery of an infrastructure loss or failure event, the person is to remove themselves from harms-way (if applicable), preliminarily secure the area (if applicable), and then report the failure to their Supervisor.
2. The Supervisor/Designate is to contact Switchboard, via ext. **55** and inform them of a potential Code Grey Infrastructure incident – including the type, location, and extent (Stage 1 or 2) of the loss/failure.
3. Switchboard will then:  
Alert all areas of the Hospital by making the overhead announcement: **“Code Grey, - ‘Alert’ - INFRASTRUCTURE (Stage 1 or 2) – [Type of Loss and Location]”** (say this twice). This announcement is to be repeated at one minute intervals for five minutes.  
For overhead paging failure Switchboard will implement their downtime procedures.
4. Response Team is to respond to and review the incident and provide an update to the Incident Commander. The Response Team is to also activate the related response procedures (see Section 6 for cross-reference of Procedures).
5. If the incident site involves interacting with a patient who requires additional precautions, or there is a risk of coming into contact with bodily fluids, the Response Team must follow Infection Prevention and Control (IPAC) guidelines. Refer to IPC-1-18 Routine Practices and Additional Precautions for details, including:
  - i. Risk assessment for transmission of a contagious disease;
  - ii. How to select and don/doff appropriate PPE;
  - iii. Proper hand hygiene measures.
6. Incident Commander is to contact Switchboard via ext. **55** to update them of the scope of the Code – and confirm either Stage 1 or Stage 2.
7. Switchboard will then:  
Alert all areas of the Hospital by making the overhead announcement: **“Code Grey, - INFRASTRUCTURE - CONFIRMED (Stage 1 or 2) – [Type of Loss and Location]”** (say this twice). This announcement is to be repeated at one minute intervals for five minutes.  
For overhead paging failure Switchboard will implement their downtime procedures.
8. The Incident Commander will establish Incident Command at a minimum for all Stage 2 failures, and in all cases, provide updates to Senior Management and all staff as needed.
9. If evacuation in part or in whole is required, an assessment will be made by the Incident Commander and Code Green initiated as appropriate – see Code Green.

**ALL CLEAR**

1. When the Response Team is able to confirm that the incident has been addressed, they are to inform the Incident Commander. The Incident Commander will instruct Switchboard to announce: “CODE GREY – Infrastructure - ALL CLEAR” (twice).

**6. RELATED PRACTICES AND/OR LEGISLATIONS**  
OHA Emergency Colour Codes

## 7. REFERENCES

OHA Emergency Management Toolkit

### **ATTACHMENT – FOR ALL DEPTS – ‘SUBPLAN’**

### **ACTIONS TO BE TAKEN DURING “CODE GREY – INFRASTRUCTURE CONFIRMED (Stage 1 or 2)”**

#### **All Departments (Infrastructure failure or flood, or Building System failure)**

1. A staff member must put on the Safety Vest and ensure instructions are carried out – the staff member wearing the vest will be responsible for conducting a head-count.
2. All staff will return to their assigned departments, avoiding the path that is in the area of the code or taking the safest route via the stairs. If unable to return, a call must be made to the department to check-in.
3. Staff shall not use the elevators.
4. All staff will stand by in their department and listen for further instructions.
5. Staff shall inform patients and visitors of the situation.
6. Staff in all departments will identify staff, patients and visitors with special needs who may require assistance in the event of an evacuation.
7. Sub-plans are to be executed (if applicable).
8. Should the Code Grey increase in scope and evacuation becomes necessary, a Hospital wide evacuation alarm and corresponding message will occur (refer to Code Green: Evacuation).