

To: All Staff & Professional Staff  
From: Phil Thompson, Code Brown Executive Sponsor  
Date: March 14, 2024  
RE: Code Brown Policy Update

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The Hospital's Code Brown (EMER-100) policy has been revised.

**Actions required:**

1. Read this memo and review the updated [Code Brown - Unknown/Unmanageable Hazardous Substance or Spill \(EMER-100\)](#) policy to familiarize yourself with important process changes.
2. Managers to ensure that the updated policy and sub plan is added to their area's emergency binder and that all workers review the attached safety huddle and policy.
3. Review Safety Huddle (attached).

**Policy changes:**

- Expanded criteria for activation.
- Expanded definitions section.
- Addition of SPILL acronym for the incident area (similar style to REACT acronym for Code Red):
  - S – Safely evacuate everyone from the immediate area.
  - P – Prevent the spread of fumes by closing doors, if possible.
  - I – Initiate emergency response by calling Switchboard at "55".
  - L – Leave all electrical equipment, appliances, and switches alone (Do not turn them on or off).
  - L – Locate all information regarding the spill; Give to the Code Brown Response Team upon their arrival.
- External buildings response edited to match other recent policy updates; clarification that code calls are for incidents occurring inside the main hospital building (980 Oliver Rd) only.
- Addition of a Hotwash Form.

**Process Reminders:**

- Code Brown will be implemented in response to incidents where a potential or definite hazardous substance within the Hospital cannot be appropriately identified, managed, contained, cleaned, or disposed of by the affected department or external contractor due to volume, toxicity, reactivity, or any combination thereof.
- Code Brown should not be called if the spill material is known and workers have spill supplies, including all appropriate personal protective equipment, SDS is available, and are competent in cleaning up the spill (*see Hazardous Material Release OHS-os-218*).
- All departments are required to keep the standard Code Brown sub plan (attached) in their Emergency Code Binder, with the exception of the Code Brown Response Team (Maintenance, Security, Housekeeping, and DI) who will refer to customized sub-plans with specific Response Team instructions.

If you have any questions, please reach out to Mēsha Richard, Lead, Emergency Preparedness (ext. 6552 or [mesha.richard@tbh.net](mailto:mesha.richard@tbh.net))

Thank you,

Phil Thompson, Director, Support Services, Code Brown Executive Sponsor