

<b>Title:</b> Code Grey - Overhead Paging & Fire System	<input type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b> <input type="checkbox"/> <b>SOP</b>
<b>Category:</b> Emergency Planning <b>Sub-category:</b> Code Grey - Infrastructure	<b>Distribution:</b> Organization Wide
<b>Approved:</b> President & CEO <b>Signature:</b>	<b>Approval Date:</b> Dec. 20, 2023 <b>Reviewed/Revised Date:</b> Jan. 25, 2024 <b>Next Review Date:</b> Jan. 25, 2027

CROSS REFERENCES: Incident Management System (EMER-160); Code Grey Infrastructure Disruption or Failure (EMER-10B); Code Red – Fire (EMER-30); Fire System Impairment (PP-701); Fire Watch (SEC-GEN-02); Switchboard Overhead Paging System – Downtime Procedure (SWB-SOP-01).

## 1. PURPOSE

To provide clear oversight and response processes when Thunder Bay Regional Health Sciences Centre (the Hospital) experiences a loss of the overhead paging and fire protection system.

## 2. SCOPE

This procedure applies to situations where the Hospital (980 Oliver Rd.) experiences a significant unplanned disruption or loss of the overhead paging and fire protection system.

## 3. DEFINITIONS

**After hours:** 1600h - 0800h Monday – Friday; 24h weekends and recognized holidays.

**Fire Watch:** a temporary measure that is taken to ensure continuous and systematic surveillance of a building (or portion thereof) by a qualified individual(s) so as to identify and control fire hazards, detect early signs of fire, and notify the fire department if needed, in the event of a fire system impairment.

**Impairment:** when a system may not operate as designed and functionality in part/whole is impeded.

**Incident Manager:** person responsible for managing the overall incident upon Code Grey activation. This role is assumed or assigned by the Senior Leader (SL) on Call or designate. The individual fulfilling this role may change as the event unfolds/escalates and if more experienced staff become available.

**Regular Hours:** 0800h -1600h Monday to Friday.

## 4. PROCEDURE

Loss of the overhead paging and fire protection system will result in monitoring and alarming impairment, both internally and externally. As the overhead paging system is enabled through the fire system, Switchboard will be unable to complete overhead announcements, which includes emergency Code announcements. Upon systems loss, monitoring for fire and reporting of fire is of highest concern.

### 4.1 ACTIVATION

Upon discovery of an unplanned disruption or loss of the overhead paging and fire protection system:

1. Report the failure to your Supervisor.
2. Supervisor (or designate) will confirm the disruption or failure and report the Code Grey - Overhead Paging & Fire System to Switchboard "55".

*Note: A localized disruption or loss of overhead paging capability (e.g., impaired speaker within a department) does not necessitate a Code Grey – Overhead Paging & Fire System response.*

## 4.2 RESPONSE ROLES AND RESPONSIBILITIES

On confirmation of the loss the fire and overhead paging systems, the following roles and responsibilities apply:

RESPONSIBLE INDIVIDUAL	CODE GREY - FIRE & OVERHEAD PAGING SYSTEMS
<b>Building System Operator (BSO)</b>	<ol style="list-style-type: none"> <li>1. Respond to the location, if required, and investigate to determine the scope and impact of the outage, anticipated downtime, and necessary repair(s).</li> <li>2. Relay all available information to:               <ol style="list-style-type: none"> <li>a) Switchboard</li> <li>b) Coordinator or Maintenance Supervisor On-call (after hours)</li> <li>c) Fire System Monitoring Company</li> </ol> </li> <li>3. Coordinate and oversee repair(s), as required</li> <li>4. Support Incident Management Team, as required. <i>See PP-701 for fire system outage levels of impairment and full Maintenance instructions.</i></li> </ol>
<b>Coordinator or Maintenance Supervisor on Call (after hours)</b>	<ol style="list-style-type: none"> <li>1. Confirm the scope and impact of the outage, anticipated downtime, and necessary repair(s).</li> <li>2. Contact:               <ol style="list-style-type: none"> <li>a) Senior Leader on call/Admin Coordinator (after hours).</li> <li>b) Security – to arrange for Fire Watch.</li> <li>c) Fire Department (further notice required if outage will exceed 24 hours)</li> </ol> </li> <li>3. Determine the need to reduce or eliminate high risk maintenance or capital work during the period of the impairment.</li> <li>4. Liaise with the BSO to coordinate and oversee repair(s), as required</li> <li>5. Support Incident Management Team, as required. <i>See PP-701 for full Fire System Impairment duties.</i></li> </ol>
<b>Incident Manager (Senior Leader on Call/Admin Coordinator or designate)</b>	<ol style="list-style-type: none"> <li>1. Based on the severity of the incident, determine whether to activate the Hospital's Incident Response Team and Hospital Command Centre as per Incident Management System (EMER – 160).</li> <li>2. Coordinate all activities necessary to make repairs and provide temporary services, as applicable.</li> <li>3. Ensure incident communications are relayed to staff.</li> </ol>
<b>Switchboard</b>	<ol style="list-style-type: none"> <li>1. Issue Hospital-wide email notifying of the outage as per downtime procedures.</li> <li>2. Call each department once to notify them of the outage as per downtime procedures. <i>See Overhead Paging System – Downtime Procedure (SWB-SOP-01) for full instructions.</i></li> </ol>
<b>Security</b>	<ol style="list-style-type: none"> <li>1. Establish Fire Watch as requested.</li> <li>2. Report any signs of concern to BSO or Coordinator. <i>See Security SOP - Fire Watch for full instructions.</i></li> </ol>
<b>All Departments</b>	<ol style="list-style-type: none"> <li>1. Monitor email for emergency code and alert notices issued by Switchboard.</li> <li>2. Respond to emergency codes and alerts through alternate communication measures, e.g., paging, radios, emails, runners, etc., as appropriate – and activate response as required.</li> <li>3. Be vigilant in reviewing department activities during the period of fire system impairment.</li> <li>4. Discontinue high risk activities that could result in the generation of heat or smoke.</li> <li>5. Report any incidents of smoke or fire to Switchboard at 55. <i>See Code Red – Fire (EMER-30) and associated response area sub plan for full instructions.</i></li> </ol>

## 4.3 DEACTIVATION

1. When Maintenance is able to confirm that the incident has been resolved and/or adequately addressed, they are to inform the Incident Manager, Switchboard, and Security.
2. Incident Manager will instruct Switchboard to announce: “All Clear”
3. Switchboard will announce: “Code Grey – Overhead Paging and Fire System Outage - All Clear” (2x).
4. Maintenance will inform the Monitoring Company and the Fire Department, as applicable.

5. Departments will resume normal activities.
6. Incident Manager will schedule a formal debrief as soon as possible with appropriate personnel.

**5. RELATED PRACTICES AND/OR LEGISLATIONS**

Ministry of Labour – O. Reg.213/07, FIRE CODE