

To: All Staff, Professional Staff, Learners, & Volunteers
From: Ryan Sears, Code Grey Executive Sponsor
Date: March 16, 2026
RE: Code Grey - New Sub-Category Response Plan Policy for Loss of Water & Drainage

For circulation to All Staff, Professional Staff, Learners, & Volunteers

The Hospital has finalized a new sub-category response plan policy to provide key information regarding roles and responsibilities related to hazard specific disruptions to water and drainage. This sub category response plan policy directly supports the overarching [Code Grey – Infrastructure Disruption or Failure \(EMER-10B\)](#) policy.

New Sub-Category Response Plan Policy

- A loss or disruption of water or drainage will impact various elements of Hospital operations depending on the scale and scope (i.e., boil water advisory for a particular contaminate versus a full loss of water across the building).
- The [Code Grey – Water or Drainage \(EMER-10B-5\)](#) policy provides key information regarding responsibilities applicable to specific roles during such incidents, as well as instructions for all staff.
- This policy obsoletes *Boil Water Advisory* (CPO-07).

Actions Required

1. Read this memo and review the new sub-category response plan policy to familiarize yourself with important process changes.
2. Managers to ensure that the new sub-category response plan policy is added to their area's emergency binder(s) and that all workers review the attached diagram and policy.

Process Reminders

- Code Grey applies to incidents where the Hospital experiences a significant unplanned disruption or loss of essential services, such as any utility or the use of hospital facilities.
- Upon discovery of a significant infrastructure disruption or failure:
 - Report failure to your Supervisor.
 - Supervisor will confirm and notify Switchboard at "55."
 - Switchboard will announce: "Code Grey - Alert – [Type and Location]".
 - Incident Manager or designate will advise Switchboard when to announce it is Confirmed.

Please note that additional sub-category response plan policies are currently in development to address each of the failure types recognized in the Code Grey – Infrastructure scope definition (see Sec. 3 of EMER-10B).

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

Thank you,
Ryan Sears, Code Grey Executive Sponsor, Director, Capital & Facility Services (ext. 6423 or Ryan.Sears@tbh.net)