

**Air Exchange System
Shut down due External Disaster
(Code Orange)**

Section

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POLICY

The home shall have a plan in place in the event of an external disaster such as a nearby chemical spill or natural gas leak. These events shall initiate the shut-down of the make-up units on the roof top to minimize the gases from entering the building.

Procedure

- All staff shall be trained to notify supervisory staff upon smelling any unusual odours coming out of the hallway vents on any floor.
- **CLOSE ALL WINDOWS AND DOORS**
- In the event of a natural gas or chemical odour detected from these vents which are the make -up air system's supply into the building, it must be shut down and investigation performed as to the source of the odour.
- In conjunction with the air make up shut down, all exhaust fans must also be shut down to prevent the negative pressure it would create if it was left on while the make- up air system was off. This negative pressure is strong enough to draw outside air into every opening around windows, doors and even small vent opening in the brick veneer of the building.

To Shut down Air Exchange system

- West Boiler Room Basement (go to breaker panel on your right as you enter)
 - Turn off breaker labeled 'air make up ' # 2-4-6
 - Turn off breaker labeled ' exhaust fans # 1-3-5
- South Boiler Room Basement (go to breaker panel on your right as you enter)
 - Turn off breaker labeled ' air make up' # 2-4-6
 - Turn off breaker labeled ' air make up ' # 19-21-23
 - Turn off breaker labeled ' exhaust fans # 1-3-5
 - Turn off breaker labeled ' exhaust fans # 7-9-11 # 16
- Main kitchen
 - Turn off exhaust fan above dishwasher
 - Turn off exhaust fan in steam table room
 - Turn off exhaust fan above steam cookers
- Laundry room

- Turn off clothes dryers
- Men's and Women's Locker room washrooms
 - Turn off exhaust fans in washrooms.

After the system is shut down

- Contact the Fire Department to get information of the situation if not already informed by them or other city officials.
- If it is a natural gas leak, (a distinctive rotten egg smell) Union Gas Company must be contacted to inform them of the event if they have not yet contacted the home of the event.
- If evacuation is ordered by the fire department or other city official, follow the home's total evacuation procedures located in the Fire Plan binder at each nursing station and front door.

Internal Chemical Spills or Natural Gas leak

- If the chemical spill was to occur inside the building the opposite of the above shall be done
 - **OPEN ALL WINDOWS AND DOORS** to ventilate the spill area or natural gas leak area.
 - Avoid turning on light switches in the area due to possible spark generated inside switch.
 - Follow MSDS instructions of the chemical that was spilled for safe clean up procedures and PPE use.
 - For natural gas leaks contact the fire department and Union Gas or HVAC company.
 - Follow fire evacuation procedures if chemical spill is in resident areas.
- The home shall endeavor to minimize the use of hazardous chemicals and seek out more user friendly and environmentally friendly cleaning products wherever possible.
- The least amount of chemicals are ordered and stored in the facility to minimize the risk of spillage.
- All hazardous chemicals used in the home are automatically dispensed by approved dispensing equipment provided by the chemical supplier to totally avoid transferring or bottling the chemical manually. There is only one hazardous chemical used by staff (toilet bowl cleaner) that is manually handled, in this task the staff are required and monitored to use full PPE as per MSDS for that product.
- Natural Gas leak detection is performed annually by Union Gas on all equipment and supply piping.

Management Authorization <i>Snowa Outridge</i>		Effective Date: December 14, 2009	
<i>Dahlia Burt-Gerrans</i> Dahlia Burt-Gerrans		Revised Date: February 16, 2018	
Internal Approval	Administrator	<i>June 16, 2018 AR</i>	<i>June 17/21 AR</i>
		<i>June 16/19 AR</i>	
		Review <i>June 15/20 AR</i>	Dates