



When & Why?

A code grey may be called in the following situations:

- External disaster or hazard event causing an **impact to air quality** (this may be from a burning structure, chemical spill, etc.);
- Extreme weather event may cause an **impact to the facility or persons leaving the facility** (this may be a severe blizzard, high wind event such as a plow wind or tornado, severe downpour causing internal or overland flooding, etc.); or
- Any event that may present an **extreme risk to the health and safety of any individual** leaving the building.

Step	Task Description	Responsible
1.	Immediately contact the following: <ul style="list-style-type: none"> • Senior on site personnel; • Patient Care Manager / Charge Nurse; • Admin on-call; • Maintenance/Facility Manager. 	All Employees
2.	Contact Registration to announce via overhead paging.	Patient Care Manager or Facility/Maintenance Manager
3.	Page alert on paging system where available.	Registration Clerk
4.	If air quality is an immediate concern, pull the fire alarm to shut down air intake and inform Registration you have done so.	All Employees
5.	If notified that fire alarm was pulled due to the code grey, announce the following: “The fire alarm has been pulled in order to shut down the air intake to the facility. There is no fire. It will be silenced as soon as possible.”	Registration Clerk
6.	Assess impact to facility and enact necessary mitigation and response strategies.	Maintenance Manager or designate
7.	Silence alarms if pulled to shut down air intake.	Maintenance
8.	If the situation or event that may present an extreme risk to health and safety of any individual leaving the building is an armed intruder outside the facility, activate and follow the Active Threat contingency plan (link below).	Patient Care Manager or designate
9.	Assume position of Incident Commander if required.	Patient Care Manager or designate
10.	Initiate a lockdown as per Code Alert lockdown process if required (link below).	Patient Care Manager or designate
11.	Immediately close all doors and windows leading outdoors.	All Employees
12.	Inform all visitors in your department that there is a safety hazard outdoors and that is recommended and safest if everyone remain in the facility until it has been deemed safe to leave.	Department Manager
13.	Restrict access and egress to and from the facility.	Maintenance and/or Security



Step	Task Description	Responsible
14.	Ensure continued monitoring of external hazard and keep senior site staff apprised of any changes.	Maintenance
15.	If activation of a Code Green is possible, activate the Incident Management System.	Patient Care Manager or designate
16.	If required, initiate an evacuation as per Code Green Evacuation process and include use of the Generic Health Facility Closure Restoration Plan.	Incident Commander (or designate)
17.	Notify Registration when incident is 'all clear'.	Incident Commander (or designate)
18.	Announce the 'all clear' on paging system where available.	Registration Clerk
19.	Ensure appropriate paperwork is completed including an Occurrence Report.	
20.	Conduct a Post Event Huddle.	Patient Care Manager or designate

Definitions unique to Code Grey:

Shelter in Place

- The danger is outside the facility;
- No one should leave the facility or area they are in at the time of the Code being called;
- No one should exit the facility and/or department they are in;
- In most cases, all windows, doors, and outside air vents are to be shut and must not be opened; and
- Elevators shall only be used with caution and restricted if necessary.

Additional Information

Refer to the Northern Health Region Policy and Procedure Manual for additional information on:

- [AD-01-135 Occurrence Reporting and Management](#)
- [AD-03-15 Fire Prevention and Inspection Program](#)
- [AD-03-30 Appendix A 3.4 Code Green](#)
- [AD-03-30 Appendix A 3.12 Code Alert - Lockdown](#)
- [AD-03-30 Appendix A 4.12 Wildland Fire Smoke Contingency Plan](#)
- [AD 03 30 Appendix A 4.19 Generic Health Facility Closure Restoration Plan](#)
- [AD-03-30 Appendix A 4.22 Active Threat Contingency Plan](#)
- [Post Event Huddle Form #: NHR_0051](#)