

Manual:	Emergency Preparedness	Reference No.:	<b>010010.00</b>
Section:	Code Gray (Grey) – External Air Contamination		
Subject:	<b>External Air Exclusion</b>		

**POLICY:**

It is the policy of APANS Health Services to ensure there is a process for immediate shutdown of all air handling and air exchange systems to restrict the entry of external contaminated air.

**PROCEDURE:**

All activities and / or systems that create an exchange of air between the facility and the external environment will be shut down immediately in the event of toxic hazardous emissions in the community.

If possible, identify the source(s) and duration of the external air exclusion ((e.g. - contact the Fire Department)

In the event of an external air exclusion:

- Page “**Code Gray (Grey) – External Air Exclusion**” three times
- Call 911 if you believe the source is on-site (immediate vicinity of the building)
- Immediately securely close all windows to the outside (all departments)
- All doors to the outside must be closed; entering / exiting the building will be minimized and confined to the doors in the reception area (note: allow first set of doors to close before the second set opens to reduce air exchange)
- NOTE: DO NOT DEACTIVATE FIRE EMERGENCY EXITS.
- Turn off all air conditioners and air conditioning systems
- Shut down bathroom/toilet fans
- Shut down all kitchen equipment with the exception of fridge and freezer
- Notify the Charge Nurse of any residents or staff who are feeling effects from the air quality
- Notify maintenance and direct that the air circulation and exhaust fans that draw air from or exhaust air to the outside are shut down (refer to Maintenance Manual for location)

**Communication**

In the event of an external air exclusion:

- Notify the Executive Director, if unavailable or outside of business hours, contact the Manager On-Call
- Notify a member of the leadership team at APANS Health Services