

Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Education	SUBJECT: Emergency Code Drills	SECTION: C
DATE: June 27, 2022	Administrator's Signature: 	POLICY: 1

EMERGENCY CODE DRILLS

POLICY:

An integrated program of drills, and exercises will be maintained to ensure the Emergency Management Manual, Code Procedures, and staff knowledge is current and appropriate.

Drill: A coordinated activity used to test code procedures.

Full Scale Exercise: A multi-agency exercise involving an incident in real time at an actual location with actors/simulated victims, first responders, and/or emergency officials. As close to the real thing as possible.

Tabletop Exercise: Key participants discussing simulated scenarios in an informal setting. Can include discussion on roles and responsibilities, policies and procedures, assessment of plans, etc.

PROCEDURE:

The Administrator or designate will:

- 1) Conduct drills and exercises for all codes per provincial regulatory requirements, including as required:
 - Full Scale Exercise for all Code Procedures
 - Tabletop Exercise for all Code Procedures on shifts where Full Scale Exercise was not completed i.e. Night Shift
 - Monthly Drill (Code Red) completed on each shift to be carried out in accordance with provincial Fire Codes
- 2) Include participation of EMS, Police, Fire dept., Utility Providers, Municipal Emergency Management, and other outside agencies in Full Scale Exercises.
- 3) Ensure safety in all exercises/drills, considering the following:
 - Provide advance notice so exercise drill is not confused with a real event
 - Begin/end each telephone call/message with: "This is an exercise/drill"
 - Clearly print "This is an exercise/drill" on all documents produced/distributed as related to the exercise/drill
 - Ensure physical safety of all participants
- 4) Exercise all mutual aid/partnership/community agreements identified in the Home's Emergency Management Plan to ensure their ongoing validity.

- 5) Consult with entities that may be involved in or provide emergency services in the general area as part of code/emergency procedure tests/drills, including but not limited to community agencies, health service providers, partner facilities, and resources that will be involved in responding to the emergency.
- 6) Ensure the Home's Infection Prevention & Control Lead is involved in evaluation, testing, and review of emergency practices related to outbreaks of a communicable disease, outbreaks of a disease of public health significance, epidemics, and pandemics.
- 7) Document and evaluate each exercise/drill to determine changes needed in the procedure and identify additional training needs using the Emergency Preparedness Drill Evaluation Form.
- 8) Ensure records of all training, drill, and exercise activities are kept in staff files and documented as required.
- 9) Maintain records of Fire Drills with other documents required by the Fire Code in a separate binder identified as "Records of Fire Code Compliance" for review by the local Fire Official.
- 10) Maintain all other records of exercises to test colour codes in a binder identified as "Colour Code/Emergency Procedure Exercise Records" to be kept specifically for Code Tests and Audits.
- 11) Complete an Emergency Preparedness Drill Evaluation Form for each colour code/emergency procedure exercise and file in Colour Codes/Emergency Procedures Records Binder. Ensure Attendance Sign-In Sheet completed as part of form.

Schedule for testing:

It is strongly recommended to follow the schedule below for Code/Emergency Procedure tests to align with regional peer supports, recognizing that operational needs and actual events documented as code procedures may require adjustments to the schedule.

Code/Emergency	Description	Practice Months
Red	Fire	Every Month, Every Shift
Black	Bomb Threat	January
White	Physical Threat / Violence	February
Fan Out List	Team Member Fan Out	March
Green	Evacuation	May-Oct.
Blue	Medical	April
Orange	External	May
Yellow	Missing Person	June
Grey	Infrastructure Loss / Failure	July
Brown	Internal Emergency (Leak/Spill/Hazard)	August
Silver	Active Shooter/Armed Intrusion/Hostage Situation	September
Boil Water Advisory	Drinking water supply contaminated	October
Building Lockdown	Implemented to secure/protect when unauthorized person enters location/threatening communication, etc.	November
Outbreak / Epidemic / Pandemic Preparedness	Outbreaks of communicable disease, of public health significance, epidemics & pandemics	August/September