

<b>TITLE:</b>	<b>Emergency Code Tests-Drills-Exercises</b>	<b>POLICY #:</b>	<b>XVIII-C-10.00</b>
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## Emergency Code Tests-Drills-Exercises Policy #: XVIII-C-10.00

### POLICY:

An integrated program of orientation, ongoing training, exercises, and drills will be maintained to ensure the Emergency Management Manual, Code Procedures, and team member/student knowledge is current and appropriate.

### DEFINITIONS:

**Drill:** A coordinated, supervised 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 Exercises
  - 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:
  - 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 location’s Emergency Management Plan to ensure their ongoing validity.
- 5) Consult with entities that may be involved in or provide emergency services in the area where the building is located 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 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 Test-Drill Evaluation Form.
- 8) Ensure records of all training, drill, and exercise activities are kept and documented/tracked 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 Test-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 that the Home develop a schedule 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.

<b>Code/Emergency</b>	<b>Description</b>
<b>Red</b>	Fire
<b>Black</b>	Bomb Threat
<b>White</b>	Physical Threat / Violence
<b>Fan Out List</b>	Team Member Fan Out
<b>Green</b>	Evacuation
<b>Blue</b>	Medical
<b>Orange</b>	External
<b>Yellow</b>	Missing Person
<b>Grey</b>	Infrastructure Loss / Failure
<b>Brown</b>	Internal Emergency (Leak/Spill/Hazard)
<b>Boil Water Advisory</b>	Drinking water supply contaminated
<b>Building Lockdown</b>	Implemented to secure/protect when unauthorized person enters /threatening communication, etc.

**Attachments:** XVIII-C-10.00(a) Emergency Preparedness Test-Drill Evaluation Form