

TITLE:	Code Green – Mock Evacuation	POLICY #:	XVIII-E-10.20
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	July 2022	SCOPE:	Sun Parlor Home.
PAST REVISIONS:	Jan/23, Jan/24		
CURRENT REVISION:	January 2025		

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POLICY:

The Home will complete a Mock Evacuation per timelines mandated by provincial regulations.

PROCEDURE:

The Administrator or designate will:

- 1) Establish a date and time for the mock emergency, allowing approximately time for planning and training for the event.
- 2) Establish in detail the type and scope of emergency with the assistance of the Joint Health & Safety Committee.
- 3) Identify team leaders to assist with the development of key areas for the evacuation: Communications, Triage, Parking Lot Control, Security & Resident Movement, Resident/Family Liaison, Training, Infection Prevention & Control.
- 4) Follow the Mock Evacuation checklist to cover all areas required prior to running the exercise.
- 5) Hold regular meetings and practice sessions for team members, visitors, and volunteers leading up to the Mock Evacuation to outline their roles and responsibilities during the drill.
- 6) Invite participation from the local emergency services. These community professionals will add authenticity to the event and act as official observers on the day of the event.
- 7) Assign observers to complete Mock Evacuation Observer Report.
- 8) Plan a debriefing session for all team members and participants to evaluate the strengths and weaknesses of the drill and make recommendations to improve the evacuation process.
- 9) Document exercise using Emergency Preparedness-Actual Event-Test-Drill Evaluation Form and implement Quality Improvement actions as needed.

Attachments: XVIII-E-10.20(a) Code Green – Mock Evacuation Checklist

TITLE: Code Red – Fire Drills	POLICY #: XVIII-C-10.20	Page 2 of 2
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XVIII-E-10.20(b) Code Green – Mock Evacuation Observer Report