

<b>TITLE:</b>	<b>Code Green – Mock Evacuation</b>	<b>POLICY #:</b>	<b>XVIII-E-10.20</b>
		<b>PAGE:</b>	<b>1 of 2</b>
MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	July 2022	SCOPE:	Sun Parlor Home.
PAST REVISIONS:	Jan/23, Jan/24		
CURRENT REVISION:	January 2025		

## **Code Green – Mock Evacuation Policy #: XVIII-E-10.20**

### **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

<b>TITLE: Code Red – Fire Drills</b>	<b>POLICY #: XVIII-C-10.20</b>	<b>Page 2 of 2</b>
--------------------------------------	--------------------------------	--------------------

XVIII-E-10.20(b) Code Green – Mock Evacuation Observer Report