

Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Code Green - Emergency Evacuation	SUBJECT: Mock Evacuation	SECTION: E POLICY: 2
DATE: June 27, 2022	Administrator's Signature: 	

MOCK EVACUATION

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 two months 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 staff, visitors, and volunteers leading up to the Mock Evacuation to outline their roles and responsibilities during the drill.
- 6) Invite participation from the local fire department, police department, and emergency medical services (ambulance). 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 staff 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 Drill Evaluation Form and implement Quality Improvement actions as needed.