

Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Code Red – Fire	SUBJECT: Fire Drills	SECTION: D
DATE: June 27, 2022	Administrator's Signature: 	POLICY: 2

FIRE DRILLS

POLICY:

Fire drills will be conducted monthly on all three shifts following the procedure outlined in the Home's Fire Plan.

PROCEDURE:

The Administrator or designate will:

- 1) Schedule Fire Drills to be conducted monthly on all three shifts: audible fire drills on day and evening shifts; silent drills on nights except one audible fire drill on the night shift semi-annually. Times of drills must vary so that at least one evening drill per quarter is conducted after dinner hour when lower staffing levels are scheduled. Where possible, it is encouraged to have night team scheduled on days to take part in drills.
- 2) Schedule drills throughout the month (i.e., one per week), so residents do not have bells ringing once per shift within 2-3 days at the end of month.
- 3) Organize pre-drill practices such as: posting notices including date and time of drill, informing staff and residents, conducting a pre-drill huddle with ERT members, inviting fire department to observe one drill annually.
- 4) Schedule at a minimum one drill per year and/or in-service for the purpose of training and informing residents of Code Red practices.
- 5) Conduct an evacuation exercise during each drill from the affected fire zone to a safe fire zone. Depending on the fire zone layout of the building, this will require horizontal or vertical evacuation. Drills to be rotated through zones so residents are evacuated on a rotating basis.
- 6) Time drills and record drill times as per "Staffing Levels for the Emergency Evacuation of Residents in Care Occupancies" (ON).
- 7) Utilize Communication Devices to communicate between the drill manager, Incident Manager, charge team, and department managers.
- 8) Schedule Code Red training for all staff, managers, and nurses in charge; include unique

features of the location/review of Building Map/Profile.

- 9) Designate managers (drill managers) at least once annually who will be responsible for leading the required fire drills on designated shifts.
- 10) Direct all onsite managers to actively participate in drills by stationing themselves in various locations of the Home and observing staff.
- 11) Monitor correct completion of forms:
 - a. Emergency Preparedness Test-Drill Evaluation Form (ensure attendance documented on form)
 - b. Fire System Check (one for the building) to be completed by the Maintenance staff or designate
- 12) Conduct a wrap up meeting with frontline staff within the Home to review strengths and gaps noted during the drill.
- 13) Review and sign the completed reports with the Maintenance staff.
- 14) Review drills with leadership team; implement necessary recommendations and arrange for any emergency equipment repairs required.
- 15) File all original copies of fire drill reports in the Colour Code Exercise Records binder in a secure location. Retain copies for 2 years.
- 16) Review attendance to ensure all staff have attended at least one drill / fire event annually.