TITLE:	**Emergency Code Tests-Drills-Exercises**	**POLICY #:**	**XVIII-C-10.00**
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
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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 Home'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-Actual Event-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.

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

Outbreak/ Epidemic/ Pandemic Preparedness	Outbreaks of communicable disease, of public health significance, epidemics & pandemics

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