

MEMO

To: Staff, Professional Staff, Learners & Volunteers
From: Kathryn Shewfelt, Director, Environmental Services
Date: September 16th , 2021
RE: Minimum Staffing Drill (Code Red to Green-STAT) scheduled for September 23rd @ 2030 h – Adult Mental Health as evacuation site

Managers:

1. Please circulate this memo and attached documents to staff and make the information available to employees who do not have regular access to email.
2. Post the attached drill poster in your unit.
3. Distribute the attached Memo to Patients/Visitors.
4. Ensure that the most up to date versions of the Code Red and Code Green policies are in your red emergency code binder.

All staff: Please be advised that a drill simulating a Code Red leading to a Code Green-STAT Evacuation is scheduled for Thursday **September 23rd, 2021 at 2030 h**. The exercise will be simulated to reflect hospital operations occurring at 0300h, when hospital staffing levels are at their lowest. Mock patients will be evacuated from Adult Mental Health. This exercise is required by the Fire Code and will be evaluated by Thunder Bay Fire and Rescue.

Who will participate in this drill?

All staff working in departments that are normally open during the week at 0300h are required to participate to effectively simulate hospital operations when staffing levels are at their lowest.

What will this drill look like and what am I expected to do?

1. The drill will begin at 2030 h with Adult Mental Health as the fire site. All staff in areas that would normally be staffed at 0300 h are required to respond as per [Code Red EMER-30 policy](#) and the relevant sub-plan. Staff returning to their units must listen for the fire site location and plan their walking route accordingly. Drill observers will be evaluating performance.
2. The mock incident will escalate to a [Code Green-STAT](#) drill response. Each unit will respond as per EMER-90 Code Green policy and sub-plan.

Upon hearing "Code Green + Location to Location" overhead it is expected that each unit that normally operates at 0300 h will send one staff member to the evacuation site to assist, unless the unit's sub-plan indicates otherwise.

3. Upon activation of the drill, staff are to remain in their unit until "Code Green Drill - All Clear" is announced overhead, unless they have been assigned to respond.
4. Staff are to inform patients and visitors that there is a drill in progress. A memo has been provided to managers for circulation to patients and families in advance.
5. All participating departments are to complete a Code Red E-Observation Form.

How do I prepare for this drill?

1. Know the location of the fire vest and emergency code binder in your unit
2. Know the location of the drill / evacuation site
2. Review the Hospital's [Code Red \(EMER-30\)](#) & [Code Green \(EMER-90\)](#) Policy
3. Review your Code Red and Green sub-plans and be aware of any instructions specific to your role and department.

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What happens if a real emergency occurs during the drill?

To clearly communicate a real Code Red or Code Green emergency during the exercise, the code word (to be stated over any phone / radio call/ paging system) is: **"NO DUFF, NO DUFF + relevant colour code announcement."**

If the drill exercise must be stopped due to real emergency, Switchboard will immediately announce "Code Red + Green Drill – All Clear" overhead, followed by **"NO DUFF, NO DUFF + relevant colour code announcement"**.

We thank you for your participation and cooperation. Any questions or concerns can be directed to Morgan Reilly at 684-6552 or reillym@tbh.net.

Sincerely,

Kathryn Shewfelt
Director
Environmental Services