

# MEMO

To: Patients, Families, and Visitors

From: Capital & Facilities Services

Date: September 28, 2023

RE: Fire Evacuation Drill Scheduled for October 12, 2023 at 8:30 pm

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*For circulation to all Patients, Families, and Visitors.*

As a requirement of the Ontario Fire Code, the Hospital will be conducting its annual Minimum Staffing Drill on **October 12, 2023 from 2030h (8:30PM) to 2100h (9:00PM)**. This scenario will involve the evacuation of volunteers as mock patients from 3A on the third level of the Hospital (980 Oliver Road).

We would like to assure you that patient care will not be impacted by this drill. We anticipate that the scenario will take approximately 30 minutes to conduct and we will strive to ensure minimal disruption to patients. This simulation will occur with the assistance of on and off-duty staff and volunteers, as well as support from Thunder Bay Fire Rescue.

If you have any questions or concerns please feel free to contact Mēsha Richard, Lead, Emergency Preparedness at 684-6552 or [mesha.richard@tbh.net](mailto:mesha.richard@tbh.net).

We thank you for your participation and cooperation.

Sincerely,

Ryan Sears, Director, Capital & Facility Services