

MEMO

To: All Staff & Professional Staff

From: Dawna Perry, Code Black Executive Sponsor

Date: January 24, 2024

RE: Code Black Search Drill Scheduled for January 30, 2024

The Hospital's [Code Black - Threat/Suspicious Item \(EMER-20\)](#) policy has been revised. As a part of the updated policy launch a scoped **Code Black Search drill has been scheduled for January 30, 2024 at 13:45H**. The purpose of this drill is increased familiarization for all staff on revised processes and the new eObservation search reporting process in particular (see all [staff memo and safety huddles](#) issued via email Nov. 16, 2023). This drill is anticipated to take approximately fifteen minutes.

Managers:

- Circulate this memo to staff and post the attached drill poster in your unit.
- Ensure that the most up to date versions of the Code Black policy and sub plan are in your emergency code binder.
- If you have yet to submit your Code Black sub plan to Emergency Preparedness, please email a copy to TBRHSC.EmergencyPreparedness@tbh.net by Friday, January 26th.

How do I prepare for this drill?

- Know the location of your emergency code vest and binder.
- Review the Hospital's Code Black EMER-20 policy.
- Review your Code Black sub plans and be aware of any instructions specific to your role and department.

What am I expected to do during the drill?

Upon overhead Code Black Search drill announcement **all staff** will:

- Communicate with patients and visitors during the drill that this activity is part of the Hospital's emergency preparedness training and patient care services are continuing as normal.
- Inspection Teams of two staff (one person wearing the vest) from all departments will immediately conduct a systematic search their assigned area (as per area specific Code Black Sub Plans).
- Each response area will submit Code Black Search eObservation results within ten (10) minutes.
- If the suspicious item is found (it will be labeled as a part of this drill) call Security at ext. 6509; provide a description of the item and exact location.

What happens if a real emergency occurs during the drill? If the drill must be stopped due to a real emergency, Switchboard will immediately announce "Code Black Drill – All Clear" overhead, followed by "NO DUFF, NO DUFF + relevant colour code announcement".

Any questions or concerns can be directed to Mēsha Richard, Lead, Emergency Preparedness.

Sincerely,

Dawna Perry, Code Black Executive Sponsor, Senior Director, Nursing, Academics & Practice Excellence