

To: All Staff & Professional Staff

From: Dawna Perry, Code Black Executive Sponsor

Date: February 6, 2024

RE: Code Black Search Drill Scheduled for February 12, 2024

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The Hospital's [Code Black - Threat/Suspicious Item \(EMER-20\)](#) policy has been revised. As a part of the updated policy launch a scoped **after hours Code Black Search drill** has been scheduled for the evening of February 12, 2024. 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, including employees without regular access to email, 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.

### How do I prepare for this drill?

- Review the Code Black sub plan for your area and be aware of any instructions specific to your role.

### 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).
  - Footprints to be searched are the same for Code Black, Code Amber, & Code Yellow.
- Each open response area will submit Code Black Search eObservation results within 10 minutes.
  - Do not call Admitting, Forensic Security, or Switchboard to report your search results.
  - No late search results are accepted after the "all clear" is announced (incident will be closed-out in eObservation).
  - Managers will not receive an email publish in eObservation (like with Code Red) as search codes require areas to submit their results via eObservation as soon as their search is complete. This allows Admitting and Security to view live search results.
- If the suspicious item is found (it will be labeled as a part of this drill) call Security 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".

Thank you for your participation and cooperation. Any questions or concerns can be directed to Mēsha Richard, Lead, Emergency Preparedness (ext. 6552 or [mesha.richard@tbh.net](mailto:mesha.richard@tbh.net))

Sincerely,

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