



## Policies and Procedures Manual

### Health and Safety: Emergency Evacuation Drills

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#### Purpose:

Emergency Evacuation Drills are critical for promoting and ensuring the safety of CCS staff, volunteers, student/program placements and clients (where applicable). Practicing Emergency Evacuation procedures will help prepare people to safely escape an emergency situation while minimizing the risk of injury occurring.

#### Policy Statement:

This policy outlines the various methods of conducting and evaluating Emergency Evacuation Drills, and the commitment of CCS to conduct appropriate Emergency Evacuation Drills at every location on every shift on an annual basis. Emergency Evacuation Drills will simulate the following scenarios: fires, bomb threats, natural disasters, medical emergencies, violent or threatening situations.

#### Types of Evacuation Drills:

There are three types of evacuation drills that may be used by CCS staff. These are:

- Comprehensive Drill
- Silent Drill
- Table Talk Drill

#### Comprehensive Drill

Comprehensive drills involve all of the following activities and considerations:

- The fire alarm system is activated as part of the comprehensive drill [i.e., activated in a manner to assess the response of the designated Evacuation Wardens, supervisory staff and building occupants (i.e. staff, volunteers, student/program placements and clients) to the alarm condition
- Evacuation Wardens operate emergency systems and equipment as they would in the event of an actual emergency (i.e., where applicable the voice communication or paging system etc.).
- All Evacuation Wardens or designate that have specific duties identified in the Emergency Response Plan participate (i.e., notification of the fire department/police/EMS, provisions for access for Emergency Personnel, evacuating endangered occupants, closing doors, notification of supervisory staff who may be off site and an assessment of their timely response, etc.).
- The evacuation drill runs long enough to adequately assess the expected responses of supervisory staff and the emergency procedures relative to the scenario expectations (i.e., if the drill is too short, it may not be possible to adequately assess whether sufficient staff have or will respond, etc.).

The evacuation drill outcomes are documented and where concerns are identified, corrective measures are implemented.

- The desirable degree of occupant participation is taken into account.

#### Silent Drill:

Silent fire drills are conducted in addition to comprehensive drills, and are more commonly conducted in buildings where there are multiple shifts, special risks or hazards and in situations where staff turnover is frequent. These drills are local exercises conducted in designated departments or specified areas of the building for the purpose of ensuring that all supervisory staff participate in evacuation drills at a desired frequency. Features of silent fire drills include the following:

- These drills do not involve the actual activation of the fire alarm system. Fire alarm system activation is only simulated.
- Program Managers, Supervisors or other designated persons monitor the emergency response of individuals in a specific area to a simulated or described emergency scenario.
- Participants involved in the area respond to the simulation in accordance with their emergency procedures.
- These drills provide opportunities for assessing the adequacy of the emergency preparedness of persons on all shifts, in individual locations, departments or area-specific responses.
- To avoid accidental activation of the fire alarm system during these exercises, the individual initiating and monitoring these drills takes appropriate steps to ensure that the drill remains silent, by notifying personnel in the area in advance of the exercise.
- The evacuation drill outcomes are documented and where concerns are identified, corrective measures are implemented. In some instances the exercise can be repeated immediately to reinforce appropriate responses by staff and occupants.

#### Table Talk Drill:

Table talk drills are also conducted in addition to comprehensive fire drills. Similar to silent fire drills, table talk exercises are conducted in designated departments or specified areas of a building. The major difference between a silent drill and table talk drill is that table talk exercises do not involve physical demonstration or simulation of the emergency response activities.

When planning table talk drills, consider the following:

- Table talk drills involve facilitated discussion surrounding example emergency scenarios.
- Program Managers, Supervisors or other designated persons facilitate discussion and monitor the recommended emergency responses of individuals to a described emergency scenario(s).
- Participants involved in the table talk drills must describe their proposed response to the given scenario. The facilitator assesses the adequacy of the suggested response behaviour and where necessary, uses the opportunity to reinforce correct responses expected of supervisory staff.

Table talk drills provide opportunities to assess adequacy of the emergency preparedness of persons on all shifts, in all locations, departments or area-specific responses. They may help identify local risks or hazards and the need to update procedures and practices. The evacuation drill outcomes are documented and where concerns are identified, corrective measures are implemented. In some instances after the table talk discussion a silent drill or comprehensive drill could be initiated to reinforce appropriate responses by staff and occupants.

### Evacuation Drill Evaluation

At the conclusion of each Emergency Evacuation Drill, the responses of the participants in the drill will be analyzed using the **Emergency Response Drill Evaluation Form**. This analysis will then be used to make recommendations for follow up training and/or performance improvement activities.

**Date Developed:** October 2015

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