

MEMO | NOTE



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TO/DESTINATAIRE : Staff Educators, All Fire Drill Facilitators, Physical Plant Services
CC : Regional Director - Staff Development, Infection Prevention & Control, Manager - Student Placement & Mentorship, Directors of Health Services
FROM/EXPÉDITEUR : Jolene Dayholos, Regional Officer – Disaster Management
DATE : April 6, 2020 **PAGE(s) :** 1
SUBJECT/OBJET : Fire Drill Changes

Effective immediately, the fire drill format will change to table top scenarios due to COVID-19 and Social Distancing requirements.

Fire drills are legally required to occur at minimum once a month. Due to social distancing requirements and concerns about large groups of staff gathering during the alarm process sites will do unit or program based tabletop exercises instead of facility based drill.

Table Top Scenarios:

Suggestions are to run a quick tabletop scenario at shift huddles/departmental meetings, or review the code red procedures for their unit/site.

Reminder to staff at the table top exercise to continue practicing social and physical distancing.

Fire extinguisher training will be suspended until further notice.

Monthly Fire Alarm System Test Requirements:

The fire code requires that an alarm bell test be conducted monthly to ensure system continuity and function; bell operation will continue to be tested once monthly. Do not test the same device month after month.

Prior to fire alarm bell activation, physical plant services will circulate information that a fire alarm bell test will occur on set date and time; and immediately prior to the bell test will page or have runners announcing that: "This is a test of the fire alarm bell. No action required."

Initiate the system, when the bell rings, silence the system and reset the alarm.

Once the alarm bell test has been completed, a follow up announcement is done to notify that the alarm bell test is completed.

Your assistance in this regard is greatly appreciated.