# Mini-Drill Program: Chemical

Department or Unit:   
Leader conducting Drill:   
Date Drill conducted:

## Objectives

1. Identify the steps that should be taken when responding to a hazardous materials situation:
   1. Protect: yourself, your colleagues, your patients, your visitors, your department
   2. Contain: segregate the patients and minimize exposure to yourself and others
   3. Evaluate: your risk, your proximity, your environment, your resources, the patient
   4. Treat: the contaminate first, the patient second
2. Identify general information regarding spill kits (for those who have spill kits on the unit).
   1. Where are they located?
   2. Who in the facility can respond with a spill kit?
3. Identify the proper communication that should take place if a spill takes place and staff is not trained on how to use a spill kit:
   1. Contact the [fill in point of contact] and notify them of a chemical spill.
   2. The [fill in point of contact] will contact Safety and Security and environmental services who will respond with a spill kit.
   3. Retrieve the MSDS for all known chemicals, located on the Intranet.

## Conducting the Drill

This drill can be conducted at huddles, staff meetings, or randomly in an area where staff members are gathered: break room, nursing station, etc. **This should take approximately 5-10 minutes.**

1. Introduce yourself and explain to the staff that you will be conducting a short mini-drill to increase awareness around emergency management concepts and response.
2. Use the orange slime to create a “hazardous materials spill” as a visual aid.
3. Ask the following questions:
   1. What steps should be taken when responding to a hazardous materials situation?
   2. Which units have spill kits and which do not?
   3. For units without spill kits, who should be notified and which emergency preparedness code should be called for hazardous materials spills?

### Upon drill completion

1. Record the names of individuals on the completion form.
2. Answer the questions included on the completion form.
3. Submit the completion form (hard-copy, email or through online survey):
4. Refer any additional questions to [fill in point of contact].

## Mini-Drill Survey

Were staff members aware of the appropriate response to a hazardous materials situation?  
Yes No  
Comments:

Were staff members aware of the location’s spill kits?   
Yes No  
Comments:

Were staff members aware of the appropriate communication that should take place when a spill occurs on a unit without a spill kit?  
Yes No

Please document names of staff members who participated in the mini-drill to be entered in drawing for prizes (use back-side if necessary):

Additional Comments: