



RECOMENDED EMERGENCY PRACTICE DRILL SCHEDULE LOG

This form is to be copied Annually. The previous year is to be scanned and filed in the electronic system.

Per Licensing and Contract Agency requirements Fire and Tornado drills must be conducted a minimum of one drill per shift each quarter.
Emergency Drills are to be completed following schedule unless authorization to waive specific drills or times has been signed by guardian/person receiving service. **Each Emergency Drill must be conducted unannounced at least one time annually on each shift.**

YEAR: _____ LOCATION: _____

MONTH	DATE	TIME	SHIFT	DURATION OF DRILL	TYPE OF DRILL Check One	STAFF WHO PARTICIPATED	MGR INITIALS
JANUARY							
Fire			1st Shift		☐ Full-Scale Exercise		
Natural Disaster					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise	
Emer. Prep				ALL Staff Mtg	☐ Tabletop Exercise ☐ Walk through/Simulated	☐ Full-Scale Exercise	
FEBRUARY							
Fire			2nd Shift		☐ Full-Scale Exercise		
Medical Emergency					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise	
Missing Person					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise	
MARCH							
Fire			3rd Shift		☐ Full-Scale Exercise		
Tornado					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise	
Violent Situation					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise	
Med Skills Check			ALL Staff Mtg		☐ Tabletop Exercise ☐ Walk through/Simulated	☐ Full-Scale Exercise	
APRIL							
Fire			1st Shift		☐ Full-Scale Exercise		
Tornado					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise	
Bomb Threat					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise	
Emer. Prep			ALL Staff Mtg		☐ Tabletop Exercise ☐ Walk through/Simulated	☐ Full-Scale Exercise	
MAY							
Fire			2nd Shift		☐ Full-Scale Exercise		
Tornado					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise	
Natural Disaster					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise	
JUNE							
Fire			3rd Shift		☐ Full-Scale Exercise		
Tornado					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise	

Utility Failure					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Medical Emergency					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Med Skills Check			ALL Staff Mtg		☐ Tabletop Exercise ☐ Walk through/Simulated	☐ Full-Scale Exercise		
MONTH	DATE	TIME	SHIFT	DURATION OF DRILL	TYPE OF DRILL Check One		STAFF WHO PARTICIPATED	MGR INITIALS
JULY								
Fire			1 st Shift		☐ Full-Scale Exercise			
Tornado					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Violent Situation					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Emer. Prep			ALL Staff Mtg		☐ Tabletop Exercise ☐ Walk through/Simulated	☐ Full-Scale Exercise		
AUGUST								
Fire			2 nd Shift		☐ Full-Scale Exercise			
Tornado					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Utility Failure					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Bomb					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
SEPTEMBER								
Fire			3 rd Shift		☐ Full-Scale Exercise			
Tornado					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Natural Disaster					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Med Skills Check			ALL Staff Mtg		☐ Tabletop Exercise ☐ Walk through/Simulated	☐ Full-Scale Exercise		
OCTOBER								
Fire			1 st Shift		☐ Full-Scale Exercise			
Tornado					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Medical Emergency					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Utility Failure					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Emer. Prep			ALL Staff Mtg		☐ Tabletop Exercise ☐ Walk through/Simulated	☐ Full-Scale Exercise		
NOVEMBER								
Fire			2 nd Shift		☐ Full-Scale Exercise			
Missing Person					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		

Violent Situation					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
MONTH	DATE	TIME	SHIFT	DURATION OF DRILL	TYPE OF DRILL Check One		STAFF WHO PARTICIPATED	MGR INITIALS
DECEMBER								
Fire			3 rd Shift		☐ Full-Scale Exercise			
Bomb					☐ Orientation & Education ☐ Walk through/Simulated ☐ Evacuation Drill	☐ Tabletop Exercise ☐ Functional Drill ☐ Full-Scale Exercise		
Med Skills Check			ALL Staff Mtg		☐ Tabletop Exercise ☐ Walk through/Simulated	☐ Full-Scale Exercise		

****THIS FORM IS TO BE COMPLETED BY MANAGEMENT ONLY****

❖ Hardcopies of the completed Quarterly Emergency Preparedness and Med Skills Check are filed in the Employee Training Book.

(Management Signature)

