



## EMERGENCY PRACTICE DRILLS DEFINITIONS

An important part of any emergency plan is the successful completion of practice emergency drills. These drills will help do several things:

- **Learn the Plan:** People will learn by reviewing and practicing the plan so that in the event of an actual emergency all persons involved will be more prepared.
- **Practice the Plan:** Learning the plan is not enough. People must practice until it becomes automatic.
- **Evaluate the Plans Performance:** This is done to provide information and feedback in case a real emergency were to happen at your home/location.

**Recommended Emergency Practice Drill Schedule Log:** This document contains suggestions for best practices based on industry standards and recommendations for emergency drills for this location. Drill schedules may be different based on service location, contract requirements or program/licensing requirements. **Each Emergency Drill must be conducted unannounced at least one time annually on each shift; at minimum completed once per quarter.**

Note per AFC Licensing Rules: A licensee shall practice emergency and evacuation procedures during daytime, evening, and sleeping hours at least once per quarter. A record of the practices shall be maintained and be available for department review.

**Evacuation Assistance Score(s) (EAS):** An assessment tool which rates individuals living in a group home, and which becomes part of the Evacuation Difficulty Index rating.

- ⇒ The written E-Score procedures are to be updated to accurately to reflect changing resident needs and/or populations served by the home.
  - Change in people living in the home / apartment.
  - Change in the minimum number of people scheduled to work in the home / apartment
  - Evidence of change in individual's characteristics rated on the Evacuation Assistance Score (EAS) factors.
  - Renovations or changes in the physical plant (such as alarm systems, ramps or stairs, addition of self-closing doors, rearrangement of exit paths or doors).
  - Change of destination (where individuals in the home / apartment are instructed to go).
- ⇒ Check with Administration on frequency of completion of E-Score assessments at your program/location.

### Practice Drill Definitions

- **Orientation and Education Sessions**—These are regularly scheduled to allow discussion, provide information, answer questions, and identify needs and concerns.
- **Tabletop Exercise**—A groups meet in a conference room setting to discuss their responsibilities and how they would react to emergency scenarios. This is a cost-effective and efficient way to identify areas of overlap and confusion before conducting more demanding training activities.
- **Walk-Through Drill**—The employee actually performs their emergency response functions. This activity generally involves more people and is more thorough than a tabletop exercise.
- **Functional Drills**—These drills test specific functions such as medical response, emergency notifications, and warning and communication procedures and equipment, though not

necessarily at the same time. Employees are asked to evaluate the systems and identify problem areas.

- **Evacuation Drills**—Employees walk the evacuation route to a designated area where the procedures for accounting for all persons are tested. As they evacuate, participants are asked to make notes of things they notice that might become possible hazards during a real emergency evacuation (such as stairways cluttered with debris or smoke in the hallways).
- **Full-Scale Exercise**—A real-life emergency situation is simulated as closely as possible. This exercise involves the organization’s emergency response personnel, employees, persons supported, the management, and community response organizations.

