



FIRE EVACUATION PRACTICE DRILLS

This form is to be completed, scanned and filed in the electronic system.

An important part of any Fire Emergency Plan is the successful completion of a fire evacuation practice drill. Fire drills involve the actual evacuation of all occupants to a predetermined assembly point and provide occupants with experience in using all exits from a facility.

FIRE EVACUATION PRACTICE DRILL GUIDELINES

- ⇒ Fire Evacuation drills should be a surprise evacuation drill to staff and people supported at least once per quarter. Drills are used to evaluate what is likely to happen in a real emergency.
- ⇒ Drills shall use different fire location scenarios and exits each time. They shall be conducted in as realistic mode as possible.
- ⇒ In conducting Evacuation Drills, emphasis shall be placed upon orderly evacuation, under proper direction, rather than upon speed.
- ⇒ Fire evacuation drills are designed to be a learning experience for both the staff and the people supported.
- ⇒ All drills should be conducted seriously.

HOW OFTEN TO CONDUCT FIRE EVACUATION PRACTICE DRILLS

See Practice Drill Definitions.

Fire Emergency Drill Worksheet: This form is used when completing a Fire Evacuation Practice Drill. It includes the people who live in the home and where they started, exited and what help was needed or anyone who refused to participate. It also takes note of what each staff did during the drill.

WHO SHOULD PARTICIPATE

All occupants should participate in all aspects of the drill. This includes all occupants, guests and staff.

List any people who do not have to participate in the monthly drills per Authorization for Non-Participation in Emergency Drills Training waiver and Person Centered Plan (Notify RD):

WHERE TO EVACUATE

All types of drills should include evacuation to a designated Point of Safety. The Point of Safety is where all people shall meet in the event of a Fire Emergency.

Point of Safety for this Home/Location: