



NATURAL DISASTER EMERGENCY DRILL WORKSHEET

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

Location:		Natural Disaster Practiced:	
Date:		Time:	Weather:
Type of Drill: ☐ Staff surprised ☐ Staff knew in advance ☐ Actual Emergency ☐ Other: _____			
Number of people supported present:		Number of staff present:	
How were people alerted that they were to go to the point of safety?			
Was this a drill or actual warning? ☐ Drill ☐ Actual Warning			
Location of the point of safety:			
PEOPLE WHO LIVE IN THE HOME			
Name	Starting Place	Exit Used	Help Needed
WHAT EACH PERSON/STAFF DID			
Name	Action Taken		
Length of time to get everyone in the point of safety:			
EVALUATION			
Staff began to notify and assist people to point of safety promptly	☐ YES ☐ NO	Comments and/or corrective actions:	
Staff or person took blankets and pillows into the point of safety	☐ YES ☐ NO		
Staff or person took emergency bag (and phone) into the point of safety	☐ YES ☐ NO		
Staff made sure that everyone was accounted for	☐ YES ☐ NO		
“All Clear” was given if needed	☐ YES ☐ NO		
Person Leading Drill (Print):		Person Leading Drill (Signature):	
OVERALL EVALUATION: ☐ Excellent ☐ Good ☐ Fair ☐ Poor			
EVALUATED AND APPROVED BY MANAGEMENT:			
Signature:		Date:	