



VIOLENT OR THREATENING SITUATIONS EMERGENCY DRILL WORKSHEET

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

Emergency Procedure Drill to be completed each month as scheduled on the Emergency Drill Data Sheet.

Location:		Date:		Time:	
# People Supported Present			# Employee's Present		
Type of Drill: ☐ Staff surprised ☐ Staff knew in advance ☐ Actual Emergency ☐ Other: _____					
How were employee's and people supported alerted to begin the drill?					
STEP-BY-STEP ACTIONS TAKEN BY EMPLOYEE					
Please fill in the appropriate box for each given step that should be taken.					
Appropriate Employee Action/Response:		Did the employee's action/response align with the plan/procedure?		Employee varied from the expected action/response: Please explain below.	
Immediately call 911 if assistance is needed and follow all orders given by local authorities.					
Protect all individuals in the vicinity by evacuating the program or location if needed and/or possible. Following the alternative housing policy in the event that evacuation is necessary.					
Contact Management using the Emergency Procedure - Responsible Persons List to ensure they are informed and know all details/people involved.					
When local authorities arrive, employee stated that they would follow their instructions.					
When the situation is resolved and everyone is safe complete an Incident Report.					
Length of time drill lasted: (Start & End Times)				Type of Drill – Check	
				☐ Orientation & Education ☐ Tabletop Exercise ☐ Functional Drill ☐ Walk through/Simulated ☐ Evacuation Drill ☐ Full-Scale Exercise	
EVALUATION					
Did evacuation occur? ☐ YES ☐ NO If yes, answer the questions below:				Comments and/or corrective actions:	
Was evacuation appropriate?		☐ YES ☐ NO			
Was evacuation completed safely?		☐ YES ☐ NO			
Head count completed / all persons accounted for?		☐ YES ☐ NO			
Was temporary shelter/alternate housing necessary?		☐ YES ☐ NO			
Was drill completed accurately & Timely? ☐ YES ☐ NO					
Name(s) of Staff Present:				Initials of Person(s) Supported Present:	
Person Leading Drill (Print):				Person Leading Drill (Signature):	
OVERALL EVALUATION: ☐ Excellent ☐ Good ☐ Fair ☐ Poor EVALUATED AND APPROVED BY MANAGEMENT: Signature: _____ Date: _____					