

This is an **Example** of a Record of Emergency Evacuation Drill and may be used as a guideline for your drills. In preparing your own document, please use a similar format. Add or delete information as they apply to your individual home.

RECORD OF EMERGENCY EVACUATION DRILL

Date: _____ **Home:** _____
Time Of Day/Shift: _____ **Total Evacuation Time:** _____
Type Of Evacuation: _____
(I.E., Scheduled, Unscheduled, Training, Actual Fire Or Other Emergency)

Type Of Signal System: _____

Staff Person(S) Present: _____

Resident(S) Present: _____

Resident(S) Not Present And Reason For Non-Participation: _____

ANNUAL REQUIREMENT - Were Emergency Procedures Reviewed With Each Resident and Representative, if any? ___ Yes ___ No

If No Explain: _____

Was The Fire Department Called?	___ Yes	___ No	___ N/A
Were All Windows Shut?	___ Yes	___ No	___ N/A
Were All Doors Shut?	___ Yes	___ No	___ N/A
Were Medications Secured Properly?	___ Yes	___ No	___ N/A
Was An Alternative Escape Route Used?	___ Yes	___ No	___ N/A
Was This A Total Evacuation?	___ Yes	___ No	___ N/A
Were All Smoke Detectors Functional?	___ Yes	___ No	___ N/A

Clearly describe the exit procedures (exits utilized, levels of assistance required, behavior comments, system and/or equipment concerns):

(Person Completing Form)

(Date)