

DESTINY MANAGEMENT

AFL - EMERGENCY DRILL SCHEDULE

Schedule:

MORNING = 7 AM – 12 PM
 AFTERNOON = 12 PM – 4 PM
 EVENING = 4 PM - 9 PM
 NIGHT = 9 PM - 7 AM

1. Drills must be conducted at various times of the day.
2. Drills must be unannounced to clients.
3. Each staff person and client must participate at least once annually in each type of emergency procedure (fire, natural disaster, utility failure, medical emergency, and threatening situations).
4. File in your notebook – QP will review monthly.
5. Complete the emergency drill schedule with the Emergency Drill reports.

Fiscal Year: _____

Annual check of Fire Extinguisher(s): _____

Month	Date	Schedule	Type of Emergency (Check)					Date Comp.
			Fire	Threatening Situation	Natural Disaster	Utility Failure	Medical Emerg.	
Jan.								
Feb.								
March								
April								
May								
June								
July								
Aug.								
Sept.								
Oct.								
Nov.								
Dec.								