

DESTINY MANAGEMENT

Fire Drill Evacuation Report

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| <ol style="list-style-type: none"> 1. Drills must be unannounced and occur at random according to the hours of operation. 2. All staff and clients must participate in each type of drill yearly. 3. Obtain input from staff and clients when analyzing the drill results. 4. Fire drills require actual evacuation of the structure. 5. The original drill report must be sent to the Risk Management / Safety Coordinator by the 5th of the following month. |
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Section I	Facility: <input type="checkbox"/> Bright Futures <input type="checkbox"/> Corporate/Heritage <input type="checkbox"/> Taylorsville Office <input type="checkbox"/> AFL _____				
	Date: month/day/year		<input type="checkbox"/> Scheduled Drill <input type="checkbox"/> Actual Emergency		
	Time Alarm sounded:		a.m. p.m.	Time Building Evacuated:	
				a.m. p.m.	
Assembly Location:					

Drills not completed within (3) minutes will be repeated within (7) days

	R	<u>Rescue</u>	POINTS	YES	NO
Section II	1	Did all participants help each other to promptly leave the building?	10		
	2	Were all people present and accounted for during this drill? (Use sign-in/sign-out checklist.)	10		
	3	Did staff remain with participants until drill/emergency was over?	10		
	A	<u>Alarm</u>			
	4	Was identified alarm used to alert participants?	10		
	5	Did at least one individual announce the nature of the emergency and the location of the fire to instruct the participants to move to the designated area?	10		
	C	<u>Contain</u>			
	6	Were doors and windows shut as participants left the building?	10		
	7	Was equipment turned off that could cause a fire?	10		
	E	<u>Evacuate/Extinguish</u>			
8	Did participants exit the building using the identified evacuation routes?	10			
9	Was a participant assigned to monitor door to ensure that no one re-entered building?	10			
10	Did one participant acquire a first aid kit, Emergency Information Notebook, and bring it to the designated area?	10			
TOTAL SCORE					

If the score is less than 80, the fire drill will be repeated within 7 days.

Section III	Use this section to identify any problems or deficiencies experienced and measures to correct identified problems.
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Section IV	Participants - Staff/Other		
	Participants - Clients		

Total participants

Signature/title of individual conducting the drill

Date