

**LANE COUNTY DEVELOPMENTAL DISABILITIES SERVICES
ADULT FOSTER HOMES**

EVACUATION DRILL RECORD

I. Requirements and Procedures for Evacuation Drills.

1. Residents should not be notified in advance that a drill is occurring.
2. At least once every 90 days document one drill where each resident exits on 3 minutes or less.
3. One nighttime drill between the hours of 10 p.m. and 6 a.m. should be recorded for each resident at least at least once per year where each resident exits in 3 minutes or less.
4. The approximate time that a resident takes to exit should be recorded for each resident for each drill.
5. The level of assistance provided to each resident (if any) should be recorded for each drill including whether any verbal cues or physical assistance was given.
6. If a resident takes more than 3 minutes to exit, another drill must be conducted to insure that a resident can exit in 3 minutes or less at least one time every 90 days. Additional assistance can be provided to insure prompt evacuation.
7. When a new resident enters your home, the form entitle Documentation of Initial Emergency Exit Orientation Should be completed and a fire drill conducted within 24 hours of the resident entering.
8. If two or more residents in your home require physical assistance to exit within three minutes, complete the form entitled Household Fire Exit Plan.
9. When employing respite staff, please review fire exit procedure with those individuals, especially if the provider will be gone overnight.