

Fire Drill Form

Instructions: Fire drills should be conducted at least once every three months. Drills can be held more frequently based on the needs of residents. For best practice, set the target date of the next drill after completion of this drill. Be sure to rotate drill times by shift (AM/PM/ NOC) and alternate between weekdays and weekends to ensure all staff and residents have the chance to practice. (For example, if you hold a drill during the day shift on a week day, hold the next on an evening shift on the weekend; hold the next after that on a nocturnal shift on a weekday, etc.) Practice using different points of exit from the building each time, in case one area is blocked. Practice using different origin points of the fire (kitchen stove, heater, computer, etc.) Remind residents that in an actual emergency, windows can also be used as points of exit.

Date of Drill: _____ **Time of Drill:** _____

Shift of Drill (Circle One): DAY EVENING NOCTURAL

Day of Drill (Circle One): WEEKDAY (M-F) WEEKEND (SAT.-SUN.) **Target Date of Next Drill:** _____

Staff Participating in Drill: _____

Residents Participating in Drill

NAME	EVACUATION TIME

After Action Review

Instructions: After the drill, have staff and residents reflect on what went well and what can be improved.

Which point of exit was used this time? _____

What concerns were raised? _____

How might these concerns be addressed? _____

Who will address these concerns and by when? _____