

# EMERGENCY DRILL AND ALARM TEST RECORDS

SITE: \_\_\_\_\_

MONTH: \_\_\_\_\_

<b>UNPLANNED ALARM/REAL EVENT</b>	DATE:	EVENT TIME:	LOCATION AND DESCRIPTION OF PROBLEM:	STAFF:
	JANUS INCIDENT REPORT COMPLETED AND SUBMITTED TO SUPERVISOR FOR REVIEW			

<b>DRILL TYPE: (Circle one)</b>	DATE:	INITIALS OF RESIDENTS:	NAMES OF STAFF:	
	Bomb Threat	MM/DD/YY		
	Fire	EVENT START TIME:		
	Medical	AM/PM		LOCATION OF ALARM:
	Natural Disaster			NOTIFICATION METHOD:
	Utility Failure	EVENT END TIME:		STAFF SIGNATURE:
	Work Place Violence	AM/PM		DATE:

\*AN OVERNIGHT DRILL IS CONSIDERED TO BE 10PM-6AM.

EVACUATION TIME:		HH:MM:SS	NUMBER OF OTHERS PRESENT:	
EVACUATION ITEMS BROUGHT:	EMERGENCY CONTACT INFO		MEDICATION LOG	CELL PHONE
EMS CONTACTED:	POLICE		FIRE	AMBULANCE

**SITUATION:**  
(Describe what happened)

**AREAS NEEDING IMPROVEMENT:**

**SUGGESTIONS FOR FUTURE DRILLS:**

<b>TRAINING</b>	DATE:	TRAINING TOPICS:	PRESENT:

**COMMENTS, CONCERNS, PROBLEMS ENCOUNTERED, WEATHER, and SPECIAL CONDITIONS**

SUPERVISOR/SAFETY COMMITTEE MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 REVIEWED IN TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

1) All completed emergency drill records sheets are to be submitted to the business office by the first of each month. Keep a copy for your in-house records.

2) DRILL TYPE. All information must be entered in this section. Indicate the type of drill performed. If any information is missing, the drill does not count. Schedule your drills at the beginning of the month; If problems occur, you'll still have time to schedule another drill.

All programs require fire, natural disaster (earthquake), and work place violence (lockdown/active shooter) drills annually. Programs may require all drills annually on EACH shift, check with your program supervisor about specific requirements. Each staff should have an opportunity to perform drills on a rotational basis. Check calendars and review your old drills for planning purposes.

A night drill defined by CSD Administrative Rule is any time between 10 pm and 6 am. A night drill according to the MHD Administrative rule is MIDNIGHT to 4 am. MHD standards require these unannounced drills be conducted while the residents are asleep.

Exit routes should vary based on the location of the simulation. For evacuation drills any residents failing to evacuate the building unassisted within the established time shall be provided specialized individual training. Overnight drills should be conducted while residents are sleeping to ensure all resident can evacuate properly should a real event occur during sleep hours.

3) UNPLANNED ALARM/REAL EVENT. Use this section to document unplanned alarms. This provides a record of false alarms and helps analyze any trends. Please generate an Incident Report for any actual event alarm.

4) SITUATION. Describe the scenario. This would include the specific type of event, number of injured parties, and "cause" of event. Examples: Earthquake occurred at 3pm. Staff fell unconscious and not breathing. Power went out, flipping breakers did not restore power. etc.

5) AREAS NEEDING IMPROVEMENT and SUGGESTIONS FOR FUTURE DRILLS. Identify ways to improve handling of the event. Staff training, availability of equipment, changes to procedure.

6) INSTRUCTION AND TRAINING. Document all training in drill instruction, including residents. This verifies that training is occurring at regular intervals. Refer to other agency policies for more information on emergency preparation and planning.

7) COMMENTS, CONCERNS, PROBLEMS ENCOUNTERED, and SPECIAL CONDITIONS SIMULATED. Include any additional information or difficulties encountered in this section e.g. "Client XX had difficulty getting out of bed." "Simulated fire/obstruction in hallway." "Staff and youth did not access alternative egress in timely fashion."

Definitions: Location of Alarm: Where the event started. Usually a smoke alarm.

Notification Method: How staff were alerted e.g. smoke alarm, pull station, verbal, etc.

Event Time: Time the event or alarm began (Note: This is when it is first recognized, not when set in the case of a drill) be certain to indicate AM or PM.

Evacuation Time: How long, listed in hours, minutes, and seconds, for EVERYONE involved in the drill to safely exit and be accounted for. Drills exceeding 2 minutes must be redone.

End Time: Time the event ended.

Evacuation Items Brought: Indicate items brought outside during an evacuation emergency. If relevant note any other items brought outside in the comments section.