LANE COUNTY DEVELOPMENTAL DISABILITIES SERVICES CHILD FOSTER HOMES

EVACUATION DRILL RECORD

At least once every 90 days, document one drill where each child exits in 3 minutes or less. At least once per year, document one nighttime drill between 10 p.m. and 6 a.m. where each child exits in 3 minutes or less. Record approximate time of exiting for each child and level of assistance provided, if any was needed. For the level of assistance provided use the following codes:

- 1) IND child independent an did not require any cues to exit
- 2) VERBAL child needs verbal cues to exit
- 3) PHYSICAL child needed limited physical cues or assistance to exit
- 4) TOTAL child needed total physical assistance to exit

Date (mm/dd/yy)	Time of Day	Child's Name	Time to Exit	Level of assistance provided (Use Codes)	Simulated Fire Location	Provider Signatures

LANE COUNTY DEVELOPMENTAL DISABILITIES SERVICES CHILD FOSTER HOMES

EVACUATION DRILL RECORD

- I. Requirements and Procedures for Evacuation Drills.
 - 1. Child should not be notified in advance that a drill is occurring.
 - 2. At least once every 90 days document one drill where each child exits in 3 minutes or less.
 - 3. One nighttime drill between the hours of 10 p.m. and 6 a.m. should be recorded for each child at least once per year where each child exits in 3 minutes or less.
 - 4. The approximate time that a child takes to exit should be recorded for each child for each drill.
 - 5. The level of assistance provided to each child (if any) should be recorded for each drill including whether any verbal cues or physical assistance was given.
 - 6. If a child takes more than 3 minutes to exit, another drill must be conducted to insure that a child 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 child enters your home, the form entitled <u>Documentation of Initial Emergency Exit Orientation</u> should be completed and a fire drill conducted within 10 days of the child entering.
 - 8. If two or more children 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.