

**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 Documentation of Initial Emergency Exit Orientation 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.