



Alta Mira Specialized Family Services
Family Living Support Services
Fire/Evacuation Drill Report

Participant:

Family Living Provider:

Service Coordinator:

Checklist:

- First aid kit stocked and available
- Battery in smoke alarm
- Medications safely stored
- Emergency phone numbers posted

Fire/Evacuation drills are required once a month

Procedure:

1. Record information on this form. You will be asked to return this completed form once a month to your Alta Mira Service Coordinator.
2. Announce fire/evacuation drill to all occupants of home. Make sure to have the drill at different times of the day, including evenings and early mornings.
3. Be sure everyone knows they need to leave the house. Check the time.
4. Monitor everyone's exit. Make sure everyone gets out of the house.
5. Make sure all disabled individuals are assisted as needed.
6. Have everyone go at least 100 yards (8-10 car lengths) from the house and meet at a pre-determined safe place
7. Once everyone is at the safe place, check the time again. Figure how long it took everyone to get out of the house to the safe place.
8. After everyone is together, you may return to the house.

Fire Evacuation Drill	Date:		Time:	
Number of home occupants evacuated:				
Location of safe place:				
Time it took all people to exit and meet at safe place:				

Family Living Provider Signature