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### Safety/ Emergency Drill Report- To be done every 3 month

Facility: ..... Safe Area / Meeting Place .....

Time of Drill:..... Date of Drill:.....Shift on Duty: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

Circle one

.....

Total Time to Evacuate / Reach Safe Area: ..... Type of drill: Fire, Tornado, Disaster type

.....

Number of Individuals participating..... Staff who Set off Alarm:.....

**Staff to answer the following questions:**

	YES,	NO	N/A
1. Did everyone evacuate in an organized manner?	.....	.....	.....
2. Was primary or alternative exit used?	.....	.....	.....
	<input type="text" value="Circle one /If applicable"/>		
3. Stayed at meeting place until instructed otherwise?	.....	.....	.....
	<input type="text" value="Circle one /If applicable"/>		
4. Were all individuals accounted for?	.....	.....	.....
	<input type="text" value="Circle one /If applicable"/>		
5. Did all appropriate staff help with evacuation?	.....	.....	.....
6. Were alarms and /or weather radio working properly?	.....	.....	.....

Disaster drills are all about brainstorming, discussing your options and planning: document what kind of disaster you chose and what steps you decided to take to ensure safety for client and staff. Document what you did on the back of this page under drill scenario and / or staff comments

FIRE Drills must be conducted at least once per month on each of the shifts. Tornado drills are to be conducted April – October, at minimum. Disaster drills are to be documented November – March

Staff Preparing this report: .....

Administrative Action (Plan of Correction):

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**Please Note: Staff need to notify the Fire department in your area 2-3 hours BEFORE initiating any drilling exercise.**