

Adult Foster Home Evacuation Drill Record

Key Terms and Instructions

OAR 411-050-0725(3)



Key Terms

Assistance needed: This should detail the durable medical equipment or mobility device(s) the resident may need to evacuate safely, such as a cane, walker or wheelchair or if there are other cues or guidance needed to assist the resident.

Ninety (90) days requirement for evacuation drills: Per Appendix R from the Oregon State Fire Marshal evacuation drills must be conducted every ninety (90) calendar days. Quarterly drills do not necessarily meet this goal. Mark your calendar for no more than ninety (90) days between each evacuation drill.

Proxy: The use of a proxy (substitute) for a resident who is unable or unwilling to participate in the drill is acceptable provided the proxy closely mimics the resident's mobility and capabilities.

Sleeping hours drill: A sleeping hours drill must be conducted annually per OAR 411-050-0725(3). This drill is to be conducted during nighttime sleeping hours, not during naps in the afternoon.

Time to initial point of safety: This is the total amount of time it takes the household to get to the initial point of safety which is twenty-five (25) feet from the AFH. This time should be under three (3) minutes if the AFH does not have sprinklers. Time allowed is a maximum of five (5) minutes if the AFH has sprinklers. **Do not** clear the stopwatch after this safety point has been reached. Timing must continue to the final point of safety.

Time to final point of safety: This is the amount of time it takes for the last person to get to the final point of safety which is a minimum of fifty (50) feet from the AFH.

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- The total time evacuation time is recorded when the last occupant arrives at the final point of safety.

Do not add up the individual times on the form as it will be more time this way.

- The staff at the initial point of safety is also there to ensure residents are safe while others are helping residents out of the AFH.
- Ensure ALL staff know how to use any durable medical equipment needed to aid in evacuation.
- The number of caregivers needed to evacuate all residents in the AFH is the minimum number of caregiving staff that will be required to operate the AFH safely. Update the plan of operation to reflect any changes in staffing.

Evacuation Drills Guidance and Instructions

Develop a Plan

- This includes identifying escape routes and roles for staff members.

Communicate the Plan

- Ensure all employees are aware of the evacuation drill procedures and their role.
- Plan for necessary resident substitutions and adjust staff to meet that need.
- Inform everyone a drill will be happening but don't let them know the exact time until you are ready to sound the alarm (Promotes muscle memory).
- If your alarms are monitored inform the local fire department or alarm company to avoid unnecessary issues.

Conducting an evacuation drill

- **Stage staff:** A staff member will be needed at the initial point of safety to record each resident's time.
- **Working with the residents:** Make sure all residents are either engaged in regular day time activities or in their beds if conducting a sleeping hours drill. Drills are practiced ensuring all residents can safely be evacuated and to demonstrate that all caregivers are able to transfer or safely assist during an evacuation. Residents should not be "staged" as this does not accurately prepare them for a true emergency.
- **Sound the alarm:** Have someone set off the home's smoke alarm as this will help prompt the residents to know that an evacuation is happening.
- **Guide the evacuation:** Ensure everyone follows the designated escape routes and heads to the initial point of safety.
- **Headcount:** Conduct a roll call at the points of safety to ensure all residents and occupants are accounted for.