

**DHR**  
**S**eniors and  
**P**eople with  
**D**isabilities

<b>STATE-OPERATED COMMUNITY PROGRAMS</b>	<b>June 1, 2002</b>
<b>24-HOUR RESIDENTIAL POLICIES AND PROCEDURES</b>	<b>#5.004</b>
<b>SAFETY: Evacuation Drills</b>	
<b>OAR 309-049-0130</b>	

**POLICY:**

Each house/duplex shall conduct unannounced, evacuation drills at least once each month when all individuals are on the premises. On a quarterly basis, the drill must be conducted during hours of deep sleep two (2) hours after asleep or two (2) hours before normal awakening. Exit routes shall vary based on locations of the simulated fire. All drills will be recorded on the Fire Drill Record (see attached form), which includes the following information:

- Name of home;
- Date (month – day- year);
- Time (including AM or PM);
- Location of simulated fire;
- Exit route;
- Names of all individuals, names (including job titles) of all employees on the premises at the time of the drill and the amount of time needed by each individual to evacuate;
- Comments on the degree of assistance needed or other notations;
- Signature and Job Title of staff conducting the drill; and
- Signature and Date Site Manager reviewed.

In homes providing services to individuals who are medically fragile or have severe physical limitations, requirements of fire drill conduct may be modified. The modified plan shall be developed with the Local Fire Authority, Case Manager, and be presented as a variance request per OAR 309-040-0070(2).

The program necessary adaptations to ensure fire safety for sensory and physically impaired individuals.

**PROCEDURE:**

All individuals will be trained immediately upon entry in how to exit from the home, location to congregate and how to respond to fire alarms. Any individual who is unable to evacuate the building unassisted in the time limits established for the home will be provided with individual training in evacuation. The need for specialized training will be included as a training objective on the Individual Support Plan.

Evacuation routes will be posted throughout the home, which will state where individuals and staff will congregate at a predetermined area located at a safe distance from the home.

Blank forms will be available for fire drills.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jon Cooper, Director