



### Evacuation Drill

Evacuation Drill      House address: \_\_\_\_\_ Date: \_\_\_\_\_

TIME: \_\_\_\_\_ Names of staff and Individuals Participating: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Preparation ahead of time:**

Instructions to staff of what will happen one day this week:

- Staff will have already been instructed as to where they would be relocating in the event of a real emergency (3400 Barry Paul Road )
- Staff will already have prepared a Go Kit for each individual with 2 days of clothing, a towel, and any needed personal items- a separate bag for each person.
- Staff will already have ensured that their vehicle has enough gas (they will need to check it every day since they don't know what day we will do the drill)
- Staff will receive a notice to evacuate for several days.
- Staff will get their individuals to leave the house. Each individual should wear their CSC ID
- Staff will "walk through" the steps of getting each individual's medication- don't really take the steps, but:
  - Go to the medicine cabinet
  - Show the steps of opening the bins, taking out bubble packs, and putting the bubble packs in the particular individual's (Go Kit bag)
  - Show the steps of taking the individuals red medical book and putting it in the particular individuals (Go Kit bag)
- Once Staff have the individuals ready, have their medications and medical book packed, and have their Go-Kit ready
  - Take all of the individuals to the car.

**GO KIT CONTENTS:**

1. Each individual's medications, including PRN
2. Red Medical Binder for each individual
3. 2-sets of clothing undergarments for all individuals and staff
4. Personal items (toothbrush, deodorant, hairbrush, etc.)
5. All adaptive equipment for individuals (with 1 extra battery)
6. 1- towel and wash cloth for each individual

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### Evacuation Drill Check List- to be completed by the Monitor at the time of the drill

Was a GO Kit ready for each individual?	
Did each Go Kit contain 2 days' worth of clothing, any personal items, and one towel?	
Did the staff collect all medications for each individual?	
Was the Vehicle available?	
Did the vehicle have adequate fuel?	
Was the vehicle otherwise ready to be used for the evacuation?	
Did the staff know where they were to go u=in the event of a real emergency?	

Count at the end of drill: \_\_\_\_\_ Individuals: \_\_\_\_\_ staff: \_\_\_\_\_