



Fire Safety Information for Support Staff

DDS

Section Summary Sheet

Section 5 – Site Specific Plans and Evacuation Drills

1. Become familiar with the plan for your facility.
 - a. A designated outside meeting place
 - b. Addresses specific resident needs
 - c. Outline of staff responsibilities

2. Some facilities may have additional information
 - a. Fire Watch procedures
 - b. Protect in place
 - c. Interior Points of safety

3. Evacuation drills
 - a. 4 reasons.
 - i. They are required
 - ii. To learn the plan
 - iii. To practice the plan
 - iv. To evaluate and update the plan

 - b. Perform drills quarterly
 - i. Vary times and include one drill at night.

 - c. Three types
 - i. Surprise drill
 - ii. Evacuation for actual alarms
 - iii. Simulated drill (only for certain facilities)

 - d. Everyone should participate.
 - e. Use a drill report to document drill
 - f. Evaluate and improve plan