

## **FIRE DRILL**

CCFFHs do not have to use samples/examples provided by CTA. However, any CCFFH may use this sample policy/form to comply with current regulations. CCFFHs are not required by CTA to utilize this specific form and may develop their own. CCFFHs may develop their own policies, make their own forms or alter any CTA sample in order to meet their individual business needs.

CTA samples are not written to comply with any legal requirements as they pertain to liability or any other required Federal or State laws or regulations. They are written only to comply with current Hawaii Administrative Rules (HAR) under HAR §11-800 as of October 01, 2021.

CTA provided samples are not inclusive to any other legal needs a CCFFH may have in their operations. It is suggested CCFFHs seek legal consultation for any specific need, particular to their circumstance, to ensure any item is legal and binding and does not violate any federal or state laws.

# FIRE DRILL

Steps to take in the fire drill:

1. Write down the time you start on a piece of paper.
2. Set off a smoke alarm, or yell fire. You will pretend there is a real fire.
3. Announce the location of the fire (so everyone knows which exit to use and which direction is not safe)
4. Evacuate the residents to the designated safe location outside of the home.
5. Write down the time everyone is safely evacuated from the home.
6. Fill out the fire drill form and keep it in your caregiver notebook.

Date of Fire Drill: \_\_\_\_\_ Time Started: \_\_\_\_\_ Time Ended: \_\_\_\_\_

Caregiver Conducting Fire Drill: \_\_\_\_\_  PCG or  SCG

Total Minutes to Evacuate All Clients: \_\_\_\_\_

Total Number of Clients Evacuated: \_\_\_\_\_

Total Number of Smoke Detectors Tested: \_\_\_\_\_

List below the names of all persons in the home during the fire drill: \_\_\_\_\_

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Describe any problems you noticed & what will be done to correct in next drill: \_\_\_\_\_

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Person conducting the drill: \_\_\_\_\_

Signature

PRINT NAME

**Remember: in case of a real fire, evacuate clients and family then call 911.**

All caregivers, including SCGs, are required to conduct at least one fire drill per year on their own as proof of training. Fire drills must be conducted at various times of day, evening and night.