



Emergency Drills and Records

I. Purpose

OAA ENP Congregate Centers are required to conduct monthly Emergency (Fire and Tornado) Drills To familiarize participants with evacuation and shelter plans.

II. Procedure

OAA Site Staff will plan and conduct monthly Emergency Drills in addition to required Supportive Services. Dates of fire drill will be recorded with number of clients and the time taken to evacuate the building.

Dates of Tornado Drills will be recorded with number of clients and the time taken to complete the drill.

This is to be done each quarter – four times per year.

III. Emergency Drill Record

County:		Center:	
Fire Drill	Number of People Participating	Time Taken to Evacuate	
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	
Tornado Drill	Number of People Participating	Time Taken to Complete Drill	
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	