

Disaster and evacuation drill record

For Arizona assisted living homes with 10 or fewer residents. Record the exercise actually performed. Use separate records for directed care elopement drills and the annual disaster plan review.

Facility name**Record ID****Drill date****Start time****End time****Shift****Exercise completed select all that apply**☐

Employee disaster drill

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Employee and resident evacuation drill

Scenario and exercise description**Evacuation start time****Last evacuee at safe location****Elapsed evacuation time in min and sec****Assembly location or safe destination****Residents present / evacuated / stayed****Employees who participated**

Employee name	Role and drill assignment

Residents and assistance

Resident name	Assistance needed and provided	Evacuated or stayed

Include everyone on the premises in an evacuation drill, with only the page 2 exceptions. Attach dated employee, visitor or resident rosters if needed. Record N/A for timing when no evacuation was performed.

Disaster and evacuation drill record continued

Facility name

Drill date and record ID

Residents who were not evacuated

For an evacuation drill, use the medical record exception only when documentation states that evacuation would cause harm to the resident. Enough caregivers must remain with residents who are not evacuated to protect their health and safety. Note the medical record reference and caregiver names below; avoid unnecessary medical details.

Resident name	Reason and medical record reference or date	Personnel who remained

Problems and observations during the drill

Improvements and completion

Recommendation or corrective action	Owner	Due date	Completed and verified

Follow up results and unresolved items

Prepared by name role and signature

Date and time

Manager name and signature

Review date

Attached pages

Use and privacy: Complete promptly and keep the finished record securely with facility records. Use a form capable PDF reader, save a copy, reopen it and check entries before printing. Add dated continuation pages if a field is too small. Signature lines are for the facility's approved signing process.

Use note: Educational template. This template does not certify compliance or replace facility procedures. Confirm current rules, drill scheduling and retention requirements before use.