

Idaho Residential Care/Assisted Living Fire Drill

Date of Drill: ____/____/____ Time of Drill: _____ AM / PM _____

Shift: _____ Day of Week: _____ Weather: _____

Person Conducting Drill: _____ Evacuation Time: _____

This form if properly completed meets the requirements for a record of fire drill in accordance with IDAPA 16./03.22.750.01

(Continue on back or attachment if more room is needed)

Staff Participating/Titles:

Staff Response:

List of Residents Participating:

Resident Response:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Description of fire drill:

Problems encountered:

Recommendations for improvement:

Person completing report: _____

Signature: _____

Dear Administrators,

During our periodic visits to facilities, we have noticed that some facilities are not aware of the rules for holding and documenting fire drills.

Here are two specific rules relating to conducting and documenting fire drills:

IDAPA 16.03.22.410.02. Fire Drills. All personnel and residents must participate in a minimum of one (1) fire drill per shift per quarter. Fire drills must be unannounced.

IDAPA 16.03.22.750.01. Fire Drill Documentation. Written documentation of each fire drill, one (1) per shift per quarter, must be maintained on file at the facility and must contain a description of each drill, the date and time of the drill, response of the personnel and residents, problems encountered and recommendations for improvement.

Please review your facility's fire drill practices and documentation to be sure they meet the rule requirements.

For your convenience, we have attached a sample fire drill form. When filled out completely and correctly, this form meets the requirements. Please feel free to use this form or add to it if you would like.

If you have questions, please contact us at (208) 334-6626. You may speak to either the Facility Fire Safety & Construction surveyors or the RALF surveyors. Thank you for your commitment to resident safety.

Sincerely,

THE RALF TEAM