

# Emergency Drill Evaluation

Emergency drills must be conducted at least **once a year** to ensure staff are familiar with exit routes and procedures. A record of each drill must be maintained.

Records should be kept of inspections, maintenance, and testing of safety devices, like fire alarms, panic buttons, emergency lights, and related equipment.

<b>Clinic name:</b>		
<b>Type of drill:</b> (e.g., fire, earthquake, lockdown, etc.)	<b>Drill coordinator:</b>	<b>Drill participants:</b>
<b>Total time to evacuate:</b>		

Evacuation procedure	Yes	No	N/A	Comments
Was the emergency alarm/signal clearly heard throughout the clinic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were evacuation routes used correctly by all participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were there any obstructions or blocked exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did all occupants evacuate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any staff members or patients require special assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were any safety issues encountered during the drill?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Notes and actions:</b>

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## Notes and actions:

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## In case of a fire drill

Clinic occupants	Yes	No	N/A	Comments
Internal doors closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clinic equipment turned off/unplugged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Marshal duties	Yes	No	N/A	Comments
Assist with clinic evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Direct occupants to Emergency Muster Point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire system and related equipment	Yes	No	N/A	Comments
Fire department notified if testing system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test alarm system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire alarm(s) functioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke detector(s) in good working order (batteries are replaced every two years and detectors are replaced every 10 years).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers in good working order checked with tags attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	