



# ASSISTED LIVING FACILITY EMERGENCY & EVACUATION DRILLS

## EMERGENCY POLICIES AND PROCEDURES:

- A roster of current residents, room assignments, emergency contact information, resident limitations, along with a facility diagram showing room locations must be readily available.
- A complete risk assessment of all hazards and preparedness measures to address natural and human-caused crises including, but not limited to, fire(s), gas explosion, power outages, tornado, flooding and threatened or actual acts of violence.
- Develop and follow written policies and procedures to ensure the continuation of necessary care to all residents for at least 72 hours immediately following any emergency including, but not limited to, a long-term power failure.
- Emergency policies and procedures shall be tailored to the geographic location of the assisted living residence; types of residents served; and unique risks and circumstances identified by the assisted living residence.
- Each assisted living residence shall identify its highest potential risk and hold routine drills to facilitate staff and resident response to that risk. There shall be written documentation of such drills.
- Each assisted living residence's emergency policies shall address, at a minimum, all of the following items:
  - Written instructions for each identified risk that includes persons to be notified and steps to be taken. The instructions shall be readily available 24 hours a day in more than one location with all staff aware of the locations.
  - A schematic plan of the building or portions thereof placed visibly in a central location and throughout the building, as needed, showing evacuation routes, smoke stop and fire doors, exit doors, and the location of fire extinguishers and fire alarm boxes.
  - When to evacuate the premises and the procedure for doing so.
  - A pre-determined means of communicating with residents, families, staff and other providers.
  - A plan that ensures the availability of, or access to, emergency power for essential functions and all resident-required medical devices or auxiliary aids.
  - Storage and preservation of medications including medications that need refrigeration.
  - Assignment of specific tasks and responsibilities to the staff members on each shift including use of a triage system to assess the needs of the most vulnerable residents first.
  - Protection and transfer of health information as needed to meet the care needs of residents.
  - In the event relocation of residents becomes necessary, written agreements with other health facilities and/or community agencies.

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## EMERGENCY AND EVACUATION DRILLS:

- Emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point and shall provide residents with experience in exiting through all required exits. All required exits shall be used during emergency evacuation drills.
- Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.
- Records shall be maintained of required emergency evacuation drills and include the following information:
  - Identity of the person conducting the drill.
  - Date and time of the drill.
  - Notification method used.
  - Employees on duty and participating.
  - Number of occupants evacuated.
  - Special conditions simulated.
  - Problems encountered.
  - Weather conditions when occupants were evacuated.
  - Time required accomplishing complete evacuation.
  - Number of residents with special needs.
- Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.
- An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident.
- Persons shall not reenter the premises until authorized to do so by the official in charge.



# ASSISTED LIVING FACILITY EMERGENCY & EVACUATION DRILLS

## EMPLOYEE TRAINING AND RESPONSE PROCEDURES:

- Within 30 days of hire, the assisted living residence shall provide each staff member with training relevant to that staff member's duties and responsibilities. The staff training shall include, but is not limited to, the following topics:
  - Emergency procedures including:
    - Fire response
    - Basic first aid
    - Automated external defibrillator (AED) use, if applicable
    - Practitioner assessment
    - Serious illness, injury and/or death of a resident
  - The role of and communication with external service providers.
  - Training related to fall prevention and ways to monitor residents for signs of heightened fall potential such as deteriorating eyesight, unsteady gait, and increasing limitations that restrict mobility.
  - Where to immediately locate a resident's advance directive.
  - Understanding end of life care including hospice and palliative care.
  - How to safely provide lift assistance, accompaniment and transport of residents.
- Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan.
- Employees are to be specifically trained on the emergency procedures for any special needs occupants.
- Records of instruction shall be maintained. Such instruction shall be reviewed by the staff not less than every two months.
- Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.
- Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation.
- Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.
- Where a facility has a lockdown plan, employees shall be trained on their assigned duties and procedures in the event of an emergency lockdown.

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## RESIDENT TRAINING AND RESPONSE PROCEDURES:

- Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire.
- Occupancies that have residents that require limited verbal or physical assistance and are capable of responding to an emergency situation to complete building evacuation occupancies, training shall include:
  - Evacuation through an adjacent smoke compartment and then to an exterior assembly point.
  - Actions to take if the primary escape route is blocked.
  - The resident is given rehabilitation or habilitation training, methods of fire prevention and actions to take in the event of a fire shall be a part of the rehabilitation training program.
  - Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.



## For More Information:

Colorado Springs Fire Department  
Community Education & Outreach Unit  
[coloradosprings.gov/carelink](http://coloradosprings.gov/carelink)