Assisted Living Fire Drill Planning Matrix Name of Facility: Year													
Day = M, Tu, W, Th, F, Sa, Su		1 st QUARTER			2 nd QUARTER			3 rd QUARTER			4 th QUARTER		
		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	ОСТ	NOV	DEC
1 st Shift	Location												
	Day												
	Date												
	Time												
2 nd Shift	Location												
	Day												
	Date												
	Time												
3 rd Shift	Location												
	Day												
	Date												
	Time												

FIRE DRILL REPORT

Person conducting the drill:	
If answer is no, how was drill initiated?: Drill location and simulated conditions: Unusual conditions (if any): (weather, remodeling, temporary exits, etc.)	
Was fire alarm system activated to initiate drill? YES NO If answer is no, how was drill initiated?: Drill location and simulated conditions: Unusual conditions (if any): (weather, remodeling, temporary exits, etc.)	
If answer is no, how was drill initiated?: Drill location and simulated conditions: Unusual conditions (if any): (weather, remodeling, temporary exits, etc.)	
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Unusual conditions (if any):(weather, remodeling, temporary exits, etc.)	
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Did any residents who are capable of assisting in their own evacuation participate in the drill (not required)? All residents, visitors and staff associated for? YES NO	
All residents, visitors and staff accounted for? YES NO	
Total time of drill: Time ALL CLEAR given & fire alarm reset: _	
Critique:	

List all sta	aff members on duty and participat	ing in drill: