**INTERNAL/EXTERNAL DISASTER DRILL**

Date: ____________  Time: ____________  Scenario & Circumstances: ____________________________________________

Type of Drill:  ☑  Fire  ☐ Bomb Threat  ☐ Power Outage/Generator Failure  ☐ Hostage Situation

☐ Hazardous Materials Spill  ☐ Weather: Specify

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<th>Areas for Review</th>
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**Communications**

1. Alarm monitoring company notified of drill before and at completion
2. Alarm activated by employee
3. Receptionist notified of type and location of problem
4. Page/Alarm heard throughout building
5. Emergency Response Agency notified according to policy (Simulated during drill)

**Team Participation**

1. Each staff member aware of duties and assignments
2. All staff members responded to alarm and began duties
3. Fire extinguishers brought from each station to fire area

**Containment**

1. Doors closed
2. Area(s) secured
3. AC fans turned off automatically

**Patient/Visitor/Staff Safety**

1. Exit Corridors Clear
2. Simulated removal of person(s) from hazardous area(s)
3. Evacuation plan followed
4. Grouping area outside building established

**Equipment/Supplies**

1. O2/suction/air turned off
2. Staff simulated and can list emergency equipment taken to safe area
3. Patient information ready for transport with patient (simulated during drill)

**Protection of Supplies and Records**

1. Narcotic cupboards locked
2. Simulated gathering of medical records of current patient
3. Cash drawers, computer disks, & ledgers secured
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<th>Any Actions Plans for Improvement:</th>
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