

## FIRE/DISASTER DRILL AND SAFETY CHECKLIST

Date		Time		Staff on Duty	
Drill Type		Fire Location		Exit(s) Used	
Number of Clients		Total Completion Time			
Client(s) in need of training; failure to follow procedure; more than 3 minutes to exit, etc.					
					YES
					NO
Rate staff readiness					YES
					NO
Fire escape Plan (where to meet, etc.)?					YES
					NO

## SAFETY REPORT

AREA	YES	NO
All Smoke alarms mounted, and work when test button is pushed? (Change batteries twice yearly)	YES	NO
Are smoke detectors appropriate for all persons? (Use special detectors for hearing impairments)	YES	NO
Carbon monoxide detectors work when tested (For homes with any natural gas service)?	YES	NO
All fire extinguishers mounted, full and currently dated?	YES	NO
Closets and storage areas free of clutter and flammable materials?	YES	NO
Do all windows open and close?	YES	NO
Do the fire doors (bedroom doors) open and close (latch) completely?	YES	NO
Paint/combustible cleaners stored outside?	YES	NO
Are medications locked away in a safe place?	YES	NO
OTHER SAFETY ISSUES		
Is the First Aid Kit and Blood Pathogen Kit complete and readily available to staff? Item expiration dates:	YES	NO
Is the dryer lint filter clean?	YES	NO
Are non-slip surfaces or tub mats available in all showers and/or tubs?	YES	NO
Is the furnace filter clean (Must change every 30 days)?	YES	NO
Are the cords to all appliances, lights, etc. in working order? (No frays)	YES	NO
Do all fixtures have working light bulbs?	YES	NO
Are all extension cords correct capacity for appliance or electronics?	YES	NO
Are flashlights and batteries available?	YES	NO
Are there nightlights in bathroom and/or bedrooms as needed?	YES	NO
Are floor areas free of trip-hazards?	YES	NO
Do area rugs have non-skid backing?	YES	NO
Stairs and steps are clear from walk/trip hazards?	YES	NO
Are there nails protruding from floors or doors jams?	YES	NO
Is there a divider between sharp knives and other kitchen utensils?	YES	NO
Are food items and dishes stacked safely in cupboards?	YES	NO
Are oven and broiler pans free from grease?	YES	NO
Are emergency numbers posted near phone or on refrigerator?	YES	NO
Is porch light and bulb in good working order?	YES	NO
Are bushes/shrubs near house trimmed?	YES	NO
Is house address displayed and in plain view?	YES	NO
Are walks and driveways in good shape?	YES	NO
Comments:		
Staff Signature		