



Mock Fire Drill Checklist

Employee's Name: _____ Date of Drill: _____

Work Location* of Drill: _____

Signature of Employee _____

Signature of Instructor: _____

AREAS TO DEMONSTRATE	
If areas do not apply note "NA" and subtract from the total possible points.	
General Fire Safety	
1. Shows where smoke detectors are located.	
2. Shows location of exits.	
3. Shows location of fire extinguisher(s).	
4. Identifies type of extinguisher available for use at workplace and describes materials types it is used for to extinguish.	
5. Shows how to check extinguisher for proper working order.	
6. Demonstrates (mock) how to use extinguisher (PASS)	
7. Identifies who is called if smoke detector or fire extinguisher problems are discovered.	
8. Demonstrates what to do if someone has caught on fire - "Stop, Drop and Roll".	
If areas do not apply note "NA" and subtract from the total possible points.	
Worksite Evacuation Plan	
(Walk through evacuation steps as if you were the one to discover the fire).	
9. Shows how to alert others if there is a fire.	
10. Shows how to alert emergency help - number(s)911	
11. Describe any special assistance measures that may be needed for each person(s) supported.	
12. Describes actual procedures for getting person(s) supported out safely.	
13. Describes procedures to ensure that <u>everyone</u> has been evacuated.	
14. Describes plan for actions to be taken after person(s) have been safely evacuated.	

- **If in a vehicle get out of the vehicle IMMEDIATELY and MOVE AWAY as far as possible! Follow any evacuation instructions from public or community venues**
- **Special Clause (if applicable) if person supported lives in a private home with family or relatives.**

The agency has provided Family/Relative information regarding fire safety practices. At this time, family/relative chooses to not have a home fire safety evacuation plan.

Signature of Family/Relative Head of Household

Date

TN DMRS Mock Fire Drill Checklist

TN DMRS requires that Direct Support Professionals and anyone who assists with evacuating individuals with disabilities from a building during a fire, take a fire safety course. The Fire Safety course is found on the College of Direct Support. In addition to the course, the TN DMRS Mock Fire Drill Checklist is to be administered at each employee work site.

The purpose of the checklist is to verify the employee is knowledgeable of the site specific and general safety process involved in case of a fire. It assures the employee knows where all the safety devices are located as well as how to use them correctly.

Each area is marked with a check when successfully demonstrated. Any areas that are not applicable should be noted with "n/a"

If the employee is providing supports in the community only and is not responsible for evacuating the individuals from home or the work place instruct the following:

- **If in a vehicle get out of the vehicle IMMEDIATELY and MOVE AWAY as far as possible!**
- **Follow any evacuation instructions from public or community venues**

If the employee provides services in a private home with family or relatives and the family or relative chooses to not have a home fire safety evacuation plan the statement at the bottom of the Mock Fire Drill Competency is to be signed by the family or relative.