

Emergency and Safety Procedures/Fire Drill Documentation

According to the Colorado Department of Human Services Policy and Procedures for Child Welfare Services Manual, Volume 7, (Citation 7.708.65/C1, 7.708.45/F) foster and kin parents are required to complete emergency and safety drills twice per year. This includes but is not limited to fire evacuation drills, and where appropriate; tornado drills and/or flood evacuation drills. These drills must be documented and submitted to your Foster or Kinship Caseworker for your certification file.

The following items are suggested as you complete an emergency drill:

- Review of written evacuation plan with entire family. The plan shall include provisions for roles and responsibilities during an emergency, evacuation of the family foster care home and the assignment of a central meeting place where each individual may be accounted for.
- Practice fire drill with entire family often enough so that all occupants are familiar with the drill procedure.
- Drills must be held at unexpected times and under varying conditions to simulate the conditions of an actual fire.
- Drills must emphasize orderly evacuation under proper discipline rather than speed. Running or horseplay shall not be permitted.
- Drills must include suitable procedures for ensuring that all persons in the family foster care home actually participate.
- Smoke alarm devices shall be regularly used in the conduct of drills. Check batteries on all devices.
- The family foster care home shall make special provisions for the evacuation of any foster child with a disability in the family foster care home. The family foster care home shall take special care to help emotionally disturbed or perceptually handicapped foster children understand the nature of such drills.
- If appropriate to the location of the family foster care home, tornado drills must be held often enough so that all occupants are familiar with the drill procedure and conduct during 3 drill is a matter of established routine. A record of tornado drills must be recorded by the family foster care home.

After completing these items, sign below and return this form to your foster/kinship caseworker.

Foster or Kin Family Name: _____

Date above items completed: _____

Family members present: _____

I/WE CERTIFY THAT OUR FAMILY HAS CONDUCTED A SEMI-ANNUAL FIRE DRILL AS DESCRIBED ABOVE, AS PART OF MY/OUR YEARLY CERTIFICATION REQUIREMENTS.

Foster or Kin Parent

Date Signed

Foster or Kin Parent

Date Signed

Foster Care/Kinship Caseworker

Date Received from Foster or Kin Parent(s)