# Mini-Drill Program: Evacuation Equipment

Department or Unit:   
Leader conducting Drill:   
Date Drill conducted:

## Objectives

1. Identify the forms of evacuation equipment that we have available in the hospital:
   1. **Evacuation equipment:** list evacuation equipment and describe its use
   2. **Go Bags:** Go-bags are located throughout the hospital and contain emergency supplies that may be needed during an evacuation, including:
      1. Flashlights, lanterns, and glow-sticks (and batteries)
      2. Triage tags
      3. First aid supplies
      4. Dust/particulate mask
      5. Reflective vest (for unit leader)
   3. **Response Plans:** Evacuation response plans are:
      1. Located in every department and on every unit
      2. Have additional blank tabs that can be used for unit-specific information.
2. Identify policies that address evacuation:

## Conducting the Drill

This drill can be conducted at huddles, staff meetings, or randomly in an area where staff members are gathered: break room, nursing station, etc. **This should take approximately 5-10 minutes.**

1. Introduce yourself and explain to the staff that you will be conducting a short mini-drill to increase awareness around emergency management concepts and response.
2. Ask the following questions:
   1. Can you identify each piece of evacuation equipment shown in the pictures (or in person)?
   2. Do you know the location of each piece of equipment shown?
   3. Do you know how each piece of equipment is used?

## Upon drill completion

1. Record the names of individuals on the completion form.
2. Answer the questions included on the completion form.
3. Submit the completion form to (hard-copy, email or through online survey):

## Mini-Drill Survey

Were staff members aware of the evacuation equipment and their locations?   
Yes No

Please list any staff members interested in becoming trainers on evacuation equipment for your unit and/or department:

Were staff able to identify the location of the "go-bag" on the unit or in the department?   
Yes No  
Comments:

Does your "go-bag" need any items to be replaced? If yes, which items?

Were staff members able to identify the location of the evacuation plan on the unit or in the department? Yes No

Which of the following were used for this mini-drill?  
a. The huddle document  
b. The PowerPoint with pictures of evacuation equipment  
c. The yellow paper bag with pictures of evacuation equipment  
d. All of the above

Please enter the names of the individuals who participated in the mini-drill this month.

Comments: