# 15-Minute SIP/Evacuation Drill

This is an exercise.

You are the Supervisor or Charge Nurse of your Department in your facility.

Someone alerts you that there is a fire in the kitchen that is not contained. You notify maintenance and call 911. You need to quickly move all of the residents to the other side of the fire door per fire department instructions.

## What would you do?

1. Where are your fire doors?
2. What are your fire extinguishers?
3. Does staff know how to use fire extinguishers?
4. Who moves the residents?
5. Where do you shelter in place?
6. Who else do you notify?
7. How quickly could you evacuate the facility if that becomes necessary?
8. Where do you evacuate patients to?
9. What do you take for each resident? Meds? Chart? Personal items? What else? Does the resident have any critical medications or treatments due soon?
10. What are your greatest concerns?

Note: This could expand into a longer tabletop exercise, if desired.

## After action review (AAR) questions to ask:

These questions establish a common understanding of the real situation that occurred or for the exercise scenario presented. The facilitator should encourage and promote discussion around these questions. The differences should be explored:

1. What was supposed to happen?
2. What actually did happen?
3. Why were there differences?

These questions generate reflection about the successes and failures during the event or exercise:

1. What worked? (Identify 3 successes)
2. What didn’t work? (Identify 3 opportunities for improvement)
3. Why?

This question is intended to help identify specific actionable recommendations. The facilitator asks AAR participants for clear, achievable and future-oriented recommendations. Include the successes and improvements from above questions in your AAR:

1. What would you do differently next time?

\*\*\*\*See AAR Report template on next page\*\*\*\*

# After Action Report

Date:

Names of staff participating in this discussion:

STRENGTHS   
List strengths here.

AREAS OF IMPROVEMENT   
List Areas of Improvement here.

RECOMMENDATIONS  
List Recommendations here.

CONCLUSION AND NEXT STEPS  
Insert Conclusion here, who will address issues and what is the timeline for changes.