

## Adult Foster Home Provider Alert

### Policy updates, rule clarifications and announcements

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**Date:** Nov. 15, 2024  
**To:** APD Adult Foster Home Providers  
**From:** Safety, Oversight and Quality Unit  
**Topic:** **0342 Evacuation Record Provider Questions**

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This provider alert answers questions that were discussed during the recent online training on the 0342 AFH Evacuation Drill Record.

### Conducting the Drill

**Is there an hour time frame the sleeping drill should be done that would qualify it as a sleeping drill since we are not able to do it during a nap time?**

The sleeping hours evacuation drill should be conducted normal sleeping hours for your Adult Foster Home (AFH) occupants and residents. This does not mean it has to be a nighttime drill, early morning is also an acceptable time provided it is still within the traditional sleeping hours for those in your AFH.

**If there is one accessible path of egress (such as the front door/ramp), are providers expected to use different exit routes for the drill, or do they only need to alter the location of the simulated evacuation?**

The location of the simulated fire does need to be altered with each drill, though that does not mean there are varied exit routes to match each drill. It may be that the design of the AFH limits possibly evacuation routes since each route must exit to an external point of safety on a public sidewalk or street. Providers should have their evacuation routes clearly marked on their evacuation plan, recognizing in the event of an actual emergency adjustments may need to be made to evacuate safely.

## Could we simulate an evacuation drill by starting with all residents and caregivers in bed to mimic a real nighttime emergency?

This is not considered a sleeping hour drill per rule. It is not sufficient to simply stage the residents in bed.

## Points of Safety

### For noting the final point of safety, do we add the initial point to that number or is it a fresh number?

You do not want to add any times for your totals. Your first total reflects the time it took all residents and occupants to arrive at the initial point of safety, then the stopwatch continues to run while traveling to the final point of safety.

### Is it possible to have the same times for 2 residents?

Yes, if residents are evacuating together or at the same pace it is possible they will arrive at the same time.

### To clarify, only the initial point of safety is listed as the individual time, not the secondary point?

This is correct. The time to initial point of safety is recorded per person then the group movement to the second point of safety is the final total. In this example all occupants and residents arrived at the 25-foot point of safety at two minutes forty-eight (2:48) seconds, then the final point of safety at three minutes fifty-two (3:52) seconds.

Time to initial point of safety (25 feet): 2:48	Time to final point of safety (50 feet): 3:52
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## Evacuation Drill Frequency

### Do we need to do evacuation drill every time when we have a new resident and new caregiver?

You do not have to a run a full evacuation drill with each new resident or caregiver however they should be oriented to the process within 24 hours of moving into the AFH or beginning to work for you.

**Should the AFH carry out evacuation drill with each admission? Or should the AFH record that the resident was oriented to evacuation drill awaiting 90 days drill schedule?**

It is not necessary to immediately run an evacuation drill upon admitting your first resident however they should be oriented to evacuation procedures within 24 hours of admission. As residents continue to admit it is best practice to conduct an evacuation drill so all of those living in your household are familiar with the process. Once your first drill has been conducted, your ninety (90) days schedule has begun, no matter how many residents are living in your AFH.

**Documentation**

**How do we do time the drill if we are busy helping our residents to the initial and final points of safety?**

It is acceptable to have someone there to help you with timing, however they are not able to assist any of the residents with the evacuation. Their only role is that of timekeeper for the sake of conducting the drill. The same person can serve as timekeeper for both points of safety. You do not need a timekeeper for each spot.

**Can you please speak a little more about how do you document the individual evacuation time?**

Everyone’s time is recorded as they arrive at the initial point of safety, which is twenty-five (25) feet from the AFH. Having your residents listed in a certain order does not mean that is the order in which they will arrive at the point of safety. You will want to note how long it takes each person to get to that 25-foot location – do not add any of the times because that will make your totals much larger.

Resident’s name (last, first)	Individual evacuation time
Resident 1	1:08
Resident 2	1:35
Resident 3	1:36
Resident 4	2:35
Resident 5	1:48

In this example, resident four is the last resident to arrive at the initial point of safety. It has taken 2 minutes and 35 seconds to evacuate the residents.

## General Questions

**Is there, or will there be, a requirement to have evacuation sprinkler systems inspected/maintained annually for a provider to continue to have 5 minutes to the initial point of safety?**

Our rules specific to fire and life safety come from Appendix R from the Oregon State Fire Marshal. If they make new recommendations, we will update rule to reflect those changes.

**In a real evacuation, if we had 5 residents, how many caregivers are needed for them to be evacuated as fast as possible?**

This answer is varied and depends on the residents in your AFH and their ability to participate in the evacuation drill. If health or mobility declines it may be that caregivers need to be added to the staffing plan to account for safety needs and safe evacuation times.

**What if conducting an evacuation drill at 9PM causes significant disruption, particularly for residents with dementia or Alzheimer's, as their cognitive conditions may lead to confusion or agitation during late evening activities?**

In this instance it may be that a proxy (substitute) is necessary. The role of the proxy is to reasonably mimic the mobility of the resident when acting on their behalf.

**If we use a proxy, do we have to always have a proxy present?**

No, this is not necessary. The proxy is there to be a substitute for the resident during the evacuation drill. In the event of an actual emergency, the resident would be evacuated to safety.

**What if the proxy used is a prop and not an actual person?**

If a resident is frail and not able to participate it is acceptable to use a substitute for them in the drill however they should be familiar with all evacuation drill processes and able to evacuate in the event of an emergency.

## Helpful Links

Appendix R : <https://up.codes/viewer/oregon/or-fire-code-2022/chapter/R/adult-foster-homes#R>

0342 Evacuation drill record:

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/se0342.pdf>

0342B Evacuation drill key terms and guidance:

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/se0342b.pdf>

If you have any questions, please email [apd.afhteam@odhs.oregon.gov](mailto:apd.afhteam@odhs.oregon.gov)