



## 9/11 Drill Down for Safety

### Practice Drills for Dependents with Special Needs

**Special Needs (including the elderly, residents in an assisted living setting or others severely limited due to visual or physical impairments):**

**Option 1: Evacuate those needing assistance – conduct a drill that will allow you to see how you would safely and efficiently evacuate those dependent on others for care. Here are some basic steps to consider:**

- Step 1: Evaluate current situation with those responsible for evacuation of special needs' individuals. Note start time for drill.
- Step 2: Communicate plan to evacuate to family members of those dependent on special assistance.
- Step 3: Perform an inspection. Look for things that could slow the evacuation process.
- Step 4: Describe the primary and alternate evacuation routes from the department area(s).
- Step 5: Begin process of evacuating disabled personnel. Let them advise you on what might be their comfort level at helping themselves or others.
- Step 6: Ensure that the evacuation is accomplished in an orderly manner using the prescribed route. Ensure that a responsible employee who knows the evacuation route is the last person to leave the area so that he or she can pick up any stragglers on the way out.
- Step 7: Check the roll call roster of all personnel (special needs individuals AND those responsible for their care).
- Step 8: Text senior managers that drill is complete and let them know process was completed (note total time it took to evacuate from start-to-finish).
- Step 9: Review return to work procedures.

**Option 2: Shelter in Place—plan a drill in which you remain at work and determine how you would safely remain at work, providing for all of your employees and special needs individuals . Steps that you can consider include the following:**

- Step 1: Conduct a roll call roster of those needing help in being sheltered.
- Step 2: Inventory supplies in support of disaster response. These might include potable water, food, medical and sanitation supplies.
- Step 3: Review procedures to shelter non-employees or visitors that may be onsite.
- Step 4: Have your employees text their family members to let them know they will be sheltering in place.
- Step 5: Text family members of those dependent on special assistance and communicate the plan to shelter their relatives.
- Step 5: Have special needs family members text you back to affirm they understand what is going on.
- Step 6: Complete drill, noting that those in your care are in 'good shape' and that the drill was completed successfully.

For more information on how to drill, contact Bob Surrusco at [bsurrusco@safeamerica.org](mailto:bsurrusco@safeamerica.org) or visit [www.safeamericaprepared.org](http://www.safeamericaprepared.org).