

Annual Practice

The emergency preparedness plan must be practiced at least annually from the date of initial completion. Documentation of the annual review must be present including date of review, participants, method of review and outcome of exercise. Examples are: staff demonstrating actions that are part of the plan, such as turning off natural gas, starting a generator, locating emergency supplies (flashlights/light sources, food, water) and demonstrating ability to follow protocols per emergency plan for evacuation through discussion or role playing.

Date	Method of Review	Outcome of Exercise	Staff Present