

# Emergency Management Study Guide

Instructions: Using the “**Emergency Management** Manual”, work with your Navigator to plan and execute fire and tornado drills. Also check the carbon-monoxide and smoke detectors. As your Navigator documents these procedures in the QoL Book, practice on this sheet.

After running a Fire Drill with your Navigator, document the drill in the form to the right.

	Jan
<b>Fire Drill</b>	
Date/Time	
Was the alarm sounded?	
Was the alarm audible in all areas?	
Were either primary or secondary areas blocked?	
Location of the individual	
Location of the caregiver	
Response of the individual	
Time to evacuate	
Caregiver Signature	
<b>Disaster Supplies Current</b>	
Date/Time	
Caregiver Signature	

	Jan
<b>Tornado Drill</b>	
Date/Time	
Were either primary or secondary areas blocked?	
Location of the individual	
Location of the caregiver	
Response of the individual	
Time to evacuate	
Caregiver Signature	
<b>Carbon – Monoxide Detector</b>	
Date/Time	
Tested	
Changed battery	
Caregiver Signature	
<b>Fire Detector</b>	
Date/Time	
Tested	
Changed battery	
Caregiver Signature	

After running a Tornado Drill with your Navigator, document the drill in the form to the left.

After testing the Carbon-Monoxide and Fire Detectors with your Navigator, document the tests on the form to the right.

Note: Caregiver must document

How do you contact your mentor during an emergency?

You're sitting with the Individual at her apartment. Suddenly, you see thick smoke coming from the kitchen. What should you do first?

What do you do if you realize that the Individual is missing and you can't immediately find him?