

## FIRE DRILL & EMERGENCY PREPAREDNESS ANNUAL RECORD

Twelve (12) fire drills must be conducted during your license year. Conduct fire drills at various times when children are in care. A minimum of one (1) fire drill must occur while children are napping or sleeping, one (1) fire drill must be conducted using an alternate evacuation route, and one (1) fire drill needs to be conducted while licensing staff are present.

**MUST USE APPROVED FIRE ALARM SYSTEM OR SMOKE DETECTOR**

Date	Time of Day	# of children in attendance	Time taken to Evacuate	Evacuation route used
January _____, _____				
February _____, _____				
March _____, _____				
April _____, _____				
May _____, _____				
June _____, _____				
July _____, _____				
August _____, _____				
September _____, _____				
October _____, _____				
November _____, _____				
December _____, _____				

Conduct drills of the emergency preparedness and evacuation plan for situations such as inclement weather (tornadoes) or a necessary lock down of the facility due to an outside threat. Annually you must practice each drill outlined in your emergency preparedness plan at least once.

Date Drill Conducted	Time of Day	# of Children and Staff	Time to do Drill	Type of Drill
_____ _____, _____				<b>Tornado Drill</b>
_____ _____, _____				<b>Lock Down Drill</b>