



## Safety Record and Evacuation Plan

FFN Provider Name: \_\_\_\_\_

The provider must practice emergency and home evacuation drills with the children as follows: Earthquake and home evacuation drills once every six calendar months, and a lockdown drill annually.

### Fire Drill Record – complete once every 6 calendar months

Date of drill (m/d/y)	Number of children present	Length of drill	Initials of provider(s) present

### Earthquake Drill Record – complete once every 6 calendar months

Date of drill (m/d/y)	Number of children present	Length of drill	Initials of provider(s) present

### Lockdown Drill Record – complete annually

Date of drill (m/d/y)	Number of children present	Length of drill	Initials of provider(s) present

The provider and parent must have an agreed upon written home evacuation plan in the event of fire, or an emergency or other disaster. The plan must be updated as needed and include, at minimum: a floor plan that shows emergency exit pathways, doors, and windows; a description for how the provider will evacuate all of the children, especially those who cannot walk; a description for how the provider will account for all of the children in the home; a designated, safe gathering spot or alternative short-term location for the children and provider pending arrival of the fire department, emergency response, or the parent; a description of what to take, such as a first aid kit, medications, water, and food; and a description of how parents will be contacted after the emergency, is over and arrange for pickup of children, if needed.

**Evacuation Plan**

*Please write your plan to evacuate children in the event of a fire, or an emergency or other disaster.*

1. How will you evacuate the children from your home, especially those that cannot walk?

2. How will you account for all of the children in your home?

3. Where will you and the children gather to wait for the arrival of the emergency response personnel and the children's parents?

4. What items will you take with you when you evacuate (such as first aid kit, medications, water, and food)?

5.. How will you contact children's parents to arrange for pickup, if needed, after the emergency is over?

Floor Plan – include emergency exit pathways, doors, and windows

Example:

