

**Safety Record and Evacuation Plan for  
Licensee/Program Name \_\_\_\_\_**

Year:	Monthly Fire Drills				Monthly Check of Smoke & Carbon Monoxide Detector (If applicable)		Quarterly Disaster Drills (Earthquake drills for family home child care)				
	<i>Write your notes about each drill &amp; any needed improvements on back of this paper</i>						<i>Write your notes about each drill &amp; any needed improvements on back of this paper</i>				
Month	Date	# of Children	Length of Drill	Initials of Staff Present	Smoke Detector Date	Carbon Monoxide Detector Date	Type of Drill Conducted	Date	# of Children	Length of Drill	Initials of Staff Present
JAN											
FEB											
MAR											
APR											
MAY											
JUNE											
JULY											
AUG											
SEP											
OCT											
NOV											
DEC											

Monthly Fire Hazard Inspection by Licensee and Primary Staff												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Date												
Staff Initials												

Lockdown/Shelter-in-Place Annual Drill				Fire Extinguisher Service Annually	Replace Batteries Annually		
Date	# of Children	Length of Drill	Initials of Staff Present	Date	Date	Date	

Check daily	
<ul style="list-style-type: none"> <li>Evacuation plan and procedures are posted.</li> <li>Exits open freely; exits are not blocked.</li> <li>Electrical appliances are working properly.</li> <li>Electrical outlets are not overloaded.</li> <li>Extension cords are not used in place of permanent wiring.</li> </ul>	<ul style="list-style-type: none"> <li>Combustible trash is not allowed to accumulate.</li> <li>Flammable or combustible material is stored safely.</li> <li>Fireplaces, wood burning stoves, fireplace inserts, and heaters are used safely and out of reach of children.</li> </ul>

Keep this form visibly posted

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**Fire Evacuation Plan**

Please write your plan to evacuate children from your facility in case of fire.

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

2. How will you sound an alarm? Where is it kept?

3. Where will the children and staff gather when waiting for the fire department to arrive?

4. How will you make sure all persons are evacuated and accounted for?

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