

# Child Care Fire Safety & Emergency Drills Record for \_\_\_\_\_ (year)

<b>Annual Maintenance of Fire Extinguishers</b>	Date: _____
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Monthly Inspection of Premises to Identify & Eliminate Possible Fire Hazards												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Date												
Staff Initials												
Monthly checks to ensure these items are working properly:												
Alternate alarms												
Emergency lighting												
Test smoke detectors												
Test carbon monoxide detectors												
Inspect fire extinguishers												

Monthly Fire and Evacuation Drills						
Month	Date	Time of Day/Night	# of Children	# of Staff	Length of Drill	Notes - How did the drill go? How may the drill be improved? (continue notes on back page, if necessary)
JAN						
FEB						
MAR						
APR						
MAY						
JUNE						
JULY						
AUG						
SEPT						
OCT						
NOV						
DEC						

Earthquake, Lockdown, or Shelter-in-place Drill – once every three calendar months						
Type of Drill	Date	Time of Day/Night	# of Children	# of Staff	Length of Drill	Notes - How did the drill go? How may the drill be improved? (continue notes on back page, if necessary)