

# Fire Safety Record and Evacuation Plan

Year \_\_\_\_\_

*Please post.*

**Check daily:**

- Evacuation plan and procedures are posted.
- Exits open freely; exits are not blocked.
- Electrical appliances are working properly.
- Electrical outlets are not overloaded.
- Extension cords are not used in place of permanent wiring.
- Fireplaces, wood burning stoves, fireplace inserts and heaters are used safely and out of reach of children.
- Combustible trash is not allowed to accumulate.
- Flammable or combustible material is stored safely.

**Monthly Fire Drill Record**

| Month:              | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Date/Time:          |     |     |     |     |     |     |     |     |     |     |     |     |
| Number of children: |     |     |     |     |     |     |     |     |     |     |     |     |
| Length of drill:    |     |     |     |     |     |     |     |     |     |     |     |     |

**Monthly Smoke Detector Record**

|                                  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Date detector checked (monthly): |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|

Month/date batteries replaced (annually):

**Fire Extinguisher Record**

Month/date extinguishers serviced (annually):

**Fire Evacuation Plan**

Please write your plan to evacuate children from your facility in case of fire. Use the back of this sheet if necessary.

1. What will the person discovering the fire do?

2. How will you sound an alarm?

3. What will you do before the fire department arrives?

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

**Quarterly Disaster Drill**

Dates of quarterly drills:

1<sup>st</sup>:                      2<sup>nd</sup>:                      3<sup>rd</sup>:                      4<sup>th</sup>:

Licensee name

Date