

**Safety Record and Evacuation Plan for
Licensee/Program Name _____**

Year:	Monthly Fire Drill Record			Monthly Smoke & Carbon monoxide detector record (If applicable)		Quarterly Disaster Drill				
	Month/Date	# of Children	Length of drill	Initials of staff present	Date smoke detector checked	Date carbon Monoxide detector checked	Type of drill conducted	# of children	Length of drill	Initials of staff present
JAN										
FEB										
MAR										
APR										
MAY										
JUNE										
JULY										
AUG										
SEP										
OCT										
NOV										
DEC										

Lockdown/Shelter in Place Annual Drill

Date of annual drill	Number of children	Length of drill	Initials of staff present

Batteries replaced (annually)		Fire Extinguisher serviced (annually)
Smoke detector (If applicable) Date:	Carbon monoxide detector (If applicable) Date:	Date:

Check daily	
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Combustible trash is not allowed to accumulate. Flammable or combustible material is stored safely. Fireplaces, wood burning stoves, fireplace inserts, and heaters are used safely and out of reach of children.

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?