

Fire Drill Documentation Form

Family Day Care Rules: 290-2-3.08(7) and .11(2)(c)

This document must be kept for one year after completion.

for _____
(Year)

FIRE DRILL

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE												
TIME												
NUMBER OF CHILDREN												
LENGTH OF DRILL*												

*The GOAL is to have evacuation time complete in less than 2 minutes.

SMOKE DETECTOR

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE DETECTOR CHECKED												
DATE** BATTERIES CHECKED												

**Batteries should be checked annually.

FIRE EXTINGUISHER

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE CHECKED												

What will the person discovering the fire do? _____

How will you sound an alarm? _____

What will you do before the fire department arrives? _____

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