

Emergency Practices

Providers may use this form or their own form to document emergency practices including evacuation, sheltering in place, and lock-down drills.

Directions: To complete this form, the designee documents the dates drills were performed, the exit times, and the dates that smoke detectors and carbon monoxide detectors were inspected. Licensing will review the form at your inspections. If you need additional assistance, email the [Minimum Standards Comments](#) mailbox.

Fire Drill: Evacuating the children and caregivers to a designated safe area in an emergency such as a fire. The children must be able to safely exit the building within three minutes. You must practice a fire drill every month.

Sheltering/Severe Weather: Taking shelter within the center to temporarily protect children and staff from situations such as a tornado. Sheltering can also be used when an endangering person is in the area, though not on the premises. You must practice a sheltering/severe weather drill four times in a calendar year.

Lock-Down Drill: Keeping children and staff in place to protect them from a volatile person on the premises. You must practice a lock-down drill four times in a calendar year.

Battery Powered Lighting is Located in Each Child Care Room – Check the Batteries

Fire Extinguishers

Location of Fire Extinguishers:

Relocation Site

Relocation Site for Children and Staff after Evacuating Operation:

Sheltering/Severe Weather Drill and Lock-Down Drill (4 times per year)

Month	Date and Time	Staff Initials	Exit Time
			S = Shelter SW = Severe Weather LD = Lock-Down
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Fire Drills

Month	Date and Time	Staff Initials	Exit Time
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Carbon Monoxide (CO) Alarm Detector, Smoke Detector Test, and Fire Extinguisher Check

Month	CO Alarm Detector Test Date	Smoke Detector Test Date	Fire Extinguisher
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

First Aid Kit

Location of First Aid Kit:

Operation Inspections

Fire:	Health:	Gas:
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