



FIRE DRILLS

DATE: _____

TIME OF FIRE DRILL: _____ EVACUATION TIME: _____

NUMBER OF CHILDREN PRESENT: _____ WEATHER CONDITION: _____

NAME OF STAFF PRESENT:

Was the building's fire alarm system activated? YES NO
(Note: All fire exit drill alarms shall be sounded on the fire alarm system).

Was the dire department notified YES NO
(Alarm systems connected to fire departments or
Watch services prior notification).

Did alarm test function properly? YES NO

Summary of fire drill procedures:

Did all children gather at the designated location outside of building regardless of which exits were used? YES NO

List any unsatisfactory actions that should be corrected in future fire drill procedures:

(This Fire Drill Report shall be posted in a conspicuous location. Fire drill shall be conducted at least monthly. Records shall be maintained for documentation that fire drills are being conducted.)

MONTHLY INSPECTION CHECKLIST

<u>SHALL BE CONDUCTED MONTHLY BY A TRAINED SENIOR MEMBER OF THE STAFF (See NFPA 101, 2015 ed. 16.7.3/17.7.3)</u>	MET	NOT MET	N/A
<u>DOORS</u> Closet doors openable from inside? Restroom doors – opening device available from Outside of room for emergencies? All doors equipped with self-closers are kept Closed and not propped open? All doors equipped with self-closers close properly?			
<u>EQUIPMENT MAINTENANCE</u> Fire Alarm System is tested monthly. Date of Fire Alarm System Test _____. Emergency lighting is tested monthly – 30 sec. Date of test _____. Illuminated exit & directional signs are maintained In continuous operating condition.			
<u>ELECTRICAL</u> Protective covers are provided for all outlets. Extension cords are not used for appliances. Outlets are not overloaded.			
<u>EXITS AND EXITWAYS</u> Exitways and corridors are maintained free of obstructions. Exitways are not blocked with cots during naptime.			
<u>KITCHEN</u> Exhaust ducts and hoods free from grease accumulation. Exhaust fans clear?			
<u>FLAMMABLE & COMBUSTIBLE LIQUIDS</u> Prohibited in building unless stored in accordance with NFPA 30.			
<u>CLEANING SUPPLIES</u> Stored in locked cabinet and out of reach of children.			
<u>FURNACE ROOM</u> Combustible storage is not located in this room. There is no paper, wood, plastic, rubber, or anything that can burn.			
<u>TRASH CONTAINERS</u> All trash containers are noncombustible.			
<u>FIRE DRILLS</u> Monthly fire drill was conducted.			

ADDITIONAL COMMENTS:

NAME

DATE OF REPORT
