



## 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? (Note: All fire exit drill alarms shall be sounded on the fire alarm system).	YES	NO
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Was the fire department notified (Alarm systems connected to fire departments or Watch services prior notification).	YES	NO
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Did alarm test function properly?	YES	NO
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Summary of fire drill procedures:

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\_\_\_\_\_  
\_\_\_\_\_

Did all children gather at the designated location outside of building regardless of which exits were used?	YES	NO
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List any unsatisfactory actions that should be corrected in future fire drill procedures:

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\_\_\_\_\_  
\_\_\_\_\_

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(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

<b><u>SHALL BE CONDUCTED MONTHLY BY A TRAINED SENIOR MEMBER OF THE STAFF</u></b> <i>(See NFPA 101, 2015 ed. 16.7.3/17.7.3)</i>	<b>MET</b>	<b>NOT MET</b>	<b>N/A</b>
<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 &amp; 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:

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\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE OF REPORT