

Fire/Tornado/Emergency Preparedness Documentation Form for Exempt Providers

This document must be kept for two years after completion.

For _____
(Year)

FIRE DRILL (monthly)

	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 two minutes.

SMOKE DETECTOR (monthly)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date Detector Checked												
Date Batteries Checked												

*Batteries should be checked annually.

TORNADO DRILL (every six months)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Time												
Number of Children												
Length of Drill**												

FIRE EXTINGUISHER

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date Checked												

LOCKDOWN DRILL (every six months)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Time												
Number of Children												
Length of Drill**												

REVIEW EMERGENCY PLANS PROCEDURES* (every six months)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date Reviewed												

*Reviewed by all staff

What will the person discovering the emergency do? _____

How will they notify other staff? _____

What will you do before the emergency responders arrives? _____

How will you make sure all persons are evacuated and/or accounted for during each emergency? _____
