



SAFETY RECORD AND EVACUATION PLAN

PLEASE POST

Site:	Year:
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Check Daily:	
<ul style="list-style-type: none"> ● Evacuation plan and procedures are posted. ● Exits open freely; exits are not blocked. ● Electrical appliances are working properly. ● Electrical outlets are not overloaded. 	<ul style="list-style-type: none"> ● Heaters are used safely and barricaded when needed. ● Combustible rubbish is not allowed to accumulate. ● Extension cords are not used in place of permanent wiring.

Lockdown/Shelter in Place Annual Drill

Date of Annual Drill	Number of Children	Length of Drill	Initials of Staff Present

Monthly Fire/Quarterly Disaster Drill Record

Month	Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Jul		Aug	
Drill Type	F	E	F	E	F	E	F	E	F	E	F	E	F	E	F	E	F	E	F	E	F	E	F	E
Date																								
Time																								
# Children																								
Length																								

Smoke Detector *monthly/**annually

*Date Checked																								
**Date Batteries Replaced																								

Fire Extinguisher Record **annually

**Date Serviced																								
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Fire Evacuation Plan

Please write your plan to evacuate children from your facility in case of fire:

1. What will the person discovering the fire do?

2. How will you sound an alarm? Where is it located?

3. Where will the children and staff gather when waiting for the fire department to arrive?

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