



All Hazard Preparedness Drills and Safety Record

Site:	Year:
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Annual Maintenance of Fire Extinguishers:	Date:
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Monthly Inspection of Premises to Identify & Eliminate Possible Fire Hazards

	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRI	MAY	JUNE	JULY
Date												
Staff Initials												

Monthly checks to ensure these items are working properly: *if these are checked by district staff, this must be verified and documented on this form.

Alternate alarms												
Emergency lighting												
Test smoke detectors												
Test carbon monoxide detectors												
Inspect fire extinguishers												

Monthly Fire and Evacuation Drills

Month	Date	Time of Day	# of children	# of staff	Length of Drill	Notes- How did the drill go? How may the drills be improved? (continue notes on the back of the page, if necessary)

Earthquake, Lockdown or Shelter-in-Place-once every three calendar months

Type of Drill	Date	Time	# of Children	# of Staff	Length of Drill	Notes- How did the drill go? How may the drills be improved? (continue notes on the back of the page, if necessary)