

Fire & Emergency Drill Log

Center Name: _____

Program Year: _____

Note: Practice using different exits at different times of the day (ie. waking, sleeping, etc.)

Month/Drill Type	Date	Time	Conducted By	How Long to Evacuate	# of Children Evacuated	# of People in Building	Exit(s) Used	Actual Fire Alarm Used?	Problems?	Plan for correction
SEPT	Fire									
	Drop Drill									
OCT	Fire -2nd Exit									
	Talk Re:Off Site Evacuation									
NOV	Fire									
	Rev. Evac.									
DEC	Fire 2nd Exit									
	Lockdown									
JAN	Fire									
	Secure Campus									
FEB	Fire									
	Talk Re: Scan Response									
MARCH	Fire									
	Shelter in pl.									

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APRIL	Fire									
	Rev. Evac.									
MAY	Fire									
	Practice Child Reunification									
JUNE	Fire 2nd Exit									
	Talk Re: HazMat outside									
JULY	Fire									
AUG	Fire 2nd Exit									
	Talk Re: Active Shooter									

PROGRAMS OPERATING **YEAR ROUND** MUST CONDUCT AT LEAST ONE FIRE DRILL A MONTH IN EACH FULL MONTH THE PROGRAM IS IN OPERATION. PROGRAMS OPERATING **LESS THAN 12 MONTHS** PER YEAR MUST ENSURE THAT NO MORE THAN **60 DAYS ELAPSES BETWEEN FIRE DRILLS**. FIRE DRILL LOGS MUST BE MAINTAINED AT THE PROGRAM, FOR AT LEAST ONE YEAR, AVAILABLE FOR REVIEW BY THE FIRE INSPECTOR AND THE LICENSING COORDINATOR. **REVIEW THE NH CHILD CARE PROGRAM LICENSING RULES, He-C 4002.19 (ab) THROUGH (aj) FOR COMPLETE RULES REGARDING FIRE DRILLS.**