

**Drill and Safety Check Log**

**Site/Teacher**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Program Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policy: Practice, document, and monitor safety drills and procedures. Revise plans in Sept/Jan or more often if needed. Sites located in public schools must also adhere to LARA and school drill schedules.**

**Licensing must be contacted if the center is evacuated for any reason (gas leak, fire, etc).**

**Date Licensing was contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for evacuation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Fire Drill**  **(Date/Time of day)**  ***September***  ***December***  ***March***  ***May*** | **Number of Children & Adults** | **Evacuation Time**  **Min/Sec** | **Tornado Drills Due 2 times between**  **March-Nov**  **Conduct in**  **March or April AND Oct or Nov**  **Date/Time** | **Other Drills**  **Lockdown, Crisis Management**  **Disasters**  **Date/Time** | **Batteries replaced in ALL smoke/carbon monoxide detectors Date/Time September and March** | **Fire Extinguisher Inspection and initial all tags.**  **Date/Initial**  **Monthly** | **Emergency Lighting (30 sec. Exit Sign test & Flashlights)**  **Date/Initial**  **Monthly** |
| **September** |  |  |  |  |  |  |  |  |
| **October** |  |  |  |  |  |  |  |  |
| **November** |  |  |  |  |  |  |  |  |
| **December** |  |  |  |  |  |  |  |  |
| **January** |  |  |  |  |  |  |  |  |
| **February** |  |  |  |  |  |  |  |  |
| **March** |  |  |  |  |  |  |  |  |
| **April** |  |  |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |  |  |
| **June** |  |  |  |  |  |  |  |  |
| **July** |  |  |  |  |  |  |  |  |
| **August** |  |  |  |  |  |  |  |  |

Fire Extinguisher Locations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Reviewed: **\_\_\_\_\_\_\_\_\_\_\_ (September)** Date Reviewed**: \_\_\_\_\_\_\_\_\_\_\_\_\_ (January)**

Staff/Sub Signatures: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Staff/Sub Signatures: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Original:** Post in a place visible to staff and keep in the Grab and Go Binder at the end of the year.

**Copy:** Site Supervisor/Coordinator Monthly, CCSC- Yearly

References: Licensing R400.8158, R400.8161, HS 1302.47,GSRP, Classroom Requirements, Safety and Emergency Preparedness Plan

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**Site/Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Program Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy: Practice, document, and monitor safety drills and procedures. Revise plans in Sept/Jan or more often if needed. Sites located in public schools must also adhere to LARA and school drill schedules.

**Fire retardant application dates: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

(Must be reapplied after washing)

**Fire Retardant Affidavit**

I hereby attest that I have applied fire retardant to the areas described below, following the manufacturer's directions, with the appropriate coverage.

Brief Description of area, items protection was applied to:

The following fire-retardant material was used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (brand name and type of retardant)

I certify that all statements made by me in this affidavit are true.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Monthly 30 second Test**

Emergency Lighting is available to allow children and adults to clearly see pathways in case of a power failure (flashlights and/or installed emergency lighting). Checking of the emergency lighting monthly is required along with the smoke detectors and fire extinguisher inspection.

* If installed emergency lighting is applicable to your site, please follow the steps below:
* Turn off the exit sign power button for 30 seconds.
* While power is off, ensure that the exit sign is illuminated.
* At the end of 30 seconds, turn power button back to on position. Exit sign lights should go off.
* Note the date and time on the **Drill and Safety Check Log under Emergency Lighting column.**

**Yearly 90 Minute Test**

Emergency Lighting is available to allow children and adults to clearly see pathways in case of a power failure (flashlights and/or installed emergency lighting). If there is installed emergency lighting, a 90 minute test to ensure functionality must be performed at the beginning of each program year.

* If installed emergency lighting is applicable to your site, please follow the steps below:
* Turn off the exit sign breaker for 90 minutes.
* While power is off, ensure that the exit sign is illuminated.
* At the end of 90 minutes, turn breaker back to on position. Exit sign lights should go off.

**Test Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Test End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of staff members completing the 90 minute test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For classrooms located in a public school, checking emergency lighting is not required. Checking flashlights is required for all sites.**

**Original:** Post in a place visible to staff and keep in the Grab and Go Binder at the end of the year.

**Copy:** Site Supervisor/Coordinator Monthly, CCSC- Yearly

References: Licensing R400.8158, R400.8161, HS 1302.47,GSRP, Classroom Requirements, Safety and Emergency Preparedness Plan

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