

**Fire Drill Form**

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

Start Time:\_\_\_\_\_\_\_\_\_AM/PM End Time:\_\_\_\_\_\_\_\_\_\_\_AM/PM

Fire Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evacuate Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INFANTS:

 \_\_\_\_\_\_ Children \_\_\_\_\_\_ Staff

TODDLER:

 \_\_\_\_\_\_ Children \_\_\_\_\_\_ Staff

PRESHCOOL 1:

 \_\_\_\_\_\_ Children \_\_\_\_\_\_ Staff

PRESCHOOL 2:

 \_\_\_\_\_\_ Children \_\_\_\_\_\_ Staff

Fill using Numbers. Please ensure to do a head count and attendance check. ALL children need to be accounted for.

Check:

\_\_\_ Doors Closed

\_\_\_ Fire Extinguishers

\_\_\_ Lights off

Accountable Staff:

How many of the following were on site during fire drill

\_\_\_\_\_ Management

\_\_\_\_\_ Kitchen Staff

\_\_\_\_\_ Visitors

Comments:

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

Weather: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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