

Center Fire Drill Report

Year _____

Name of Center _____

Name of Administrator _____

Address of Center _____

Each center shall formulate a plan, in cooperation with the Local Fire Department, to evacuate in case of fire or when necessary. (Fire extinguishers shall not be used until the children are safely evacuated unless the center has sufficient staff personnel to evacuate the children safely and use fire extinguishers simultaneously.) All employees shall be instructed and kept informed of their duties under the plan. **There must be at least one unannounced fire drill monthly and it must be conducted at a different time each month.** Records of monthly fire drills must include all the information listed below based on requirements in Child Care Rule .0302(d)(4) and NC Fire Code -Chapter 405.5. The fire drill records shall be available to a Division representative for review. **When you evacuate, be sure and take an attendance list so you can verify that all children are accounted for from each room.**

Date	Time of Fire Drill	Time Required to Evacuate	Staff & Child Roster Attached*	# of Individuals Evacuated		Notification Method Used	Weather Conditions	Comments for Special Conditions or Problems	Name & Signature of Person Conducting Drill
				Children	Adults				
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						
			Y/N						

*Fire code requires that names of staff members on duty and participating be included with the monthly documentation