

EMERGENCY EVACUATION DRILL RECORD

Provider Name: _____ Provider #: _____

Physical Address: _____ Calendar Year: _____

INSTRUCTIONS:

1. At least once a month, an emergency drill (Fire, Shelter in place, or Lock down) must be conducted at a different time during the hours of operation.
2. All children under the age 13 should participate in the drill.
3. A record is made of each emergency evacuation drill.
4. The record of the emergency evacuation drill must be maintained at the home facility for 12 months after the date of the emergency evacuation drill.
5. At the end of the year, a copy of this form must be sent to the assigned CCA Certification Specialist.

MONTH	TYPE OF DRILL	DATE	TIME	# OF CHILDREN PARTICIPATED	DURATION	NOTE:
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

* Duration is calculated from the moment the alarm is activated until the last person is out of the facility.

See reverse for EOE/ADA disclosures

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