

Fire Safety & Emergency Drills Record for _____ (year)

Annual Maintenance of Fire Extinguishers	Date: _____
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Monthly Inspection of Premises to Identify & Eliminate Possible Fire Hazards												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Date												
Staff Initials												
Monthly checks to ensure these items are working properly:												
Alternate alarms												
Emergency lighting												
Test smoke detectors												
Test carbon monoxide detectors												
Inspect fire extinguishers												

Monthly Fire and Evacuation Drills						
Month	Date	Time of Day/Night	# of Children	# of Staff	Length of Drill	Notes - How did the drill go? How may the drill be improved?
JAN						
FEB						
MAR						
APR						
MAY						
JUNE						
JULY						
AUG						
SEPT						
OCT						
NOV						
DEC						

Earthquake, Lockdown, or Shelter-in-place Drill – once every three calendar months						
Type of Drill	Date	Time of Day/Night	# of Children	# of Staff	Length of Drill	Notes - How did the drill go? How may the drill be improved?