

SAMPLE FIRE DRILL LOG

(Year)	DATE/ TIME	NUMBER OF PARTICIPATING CHILDREN/ ADULTS		LOCATION OF "FIRE"	METHOD OF ALARM	EXIT USED: MAIN OR ALTERNATE	HEAD COUNT DONE YES/NO	TOTAL TIME TO EVACUATE	COMMENTS
J									
F									
M									
A									
M									
J									
J									
A									
S									
O									
N									
D									

Instructions:

- Rules require that each program complete a fire drill at least once per month during every month the program is open for services.
- Rules require that at least two different exits be used for fire drills; have children practice using different exits based on the location of the fire. It is a good practice to have the location of the "fire" change frequently, so that children learn different ways to exit.
- It is a good practice to count children before starting the drill, and again when everyone is outside to make sure everyone's safely out.
- It is a good practice to time your drills, so that you will know if children are learning what to do in an emergency.