

EMERGENCY DRILL LOG & REPORT CHILD CARE CENTERS

YEAR: _____

Center Name	
Administrator's Name	
Center Address	

FIRE DRILL LOG

Child care centers must conduct one fire drill each month at unexpected times and under varying conditions. Records of monthly fire drills must include all the information listed below based on requirements in Child Care Rule .0302(d)(5) and .0604(t) and NC Fire Code – Chapter 405.4 and 5.

Date	Time of drill	Time required to evacuate	Roster attached Staff & Children	# of people evacuated		Method of notification	Weather conditions	Condition simulated / problems	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						

SHELTER-IN-PLACE or LOCKDOWN DRILL LOG

Child care centers must conduct a shelter-in-place or lockdown drill, as defined in 10A NCAC 09.0102, at least every three months, Child Care Rule.0302(d)(8). They must keep a record that includes the date of each drill, time of day, the length of time to reach the designated location and the signature of the person conducting the drill, Child Care Rule .0604(u).

Date	Type of drill	Time of drill	Time required to reach designated location	Signature of person conducting the drill
	<input type="checkbox"/> Shelter-in- Place <input type="checkbox"/> Lockdown			
	<input type="checkbox"/> Shelter-in- Place <input type="checkbox"/> Lockdown			
	<input type="checkbox"/> Shelter-in- Place <input type="checkbox"/> Lockdown			
	<input type="checkbox"/> Shelter-in- Place <input type="checkbox"/> Lockdown			