SAMPLE CHILD CARE FIRE DRILL FORM for EMERGENCY/DISASTER PREPAREDNESS

YEAR	Kentucky Child Care Regulations: 922 KAR 2:110. Child-care center provider requirements. **Section 3: Records maintained for a 5-year period.** (10) Written record of practiced fire drills conducted monthly detailing the date, time, and number of children who participated. **922 KAR 2:100. Certification of family child-care homes.** **Section 10. The General Requirements of the Family Child-Care Home Environment.** (20) A fire and tornado drill shall be conducted during hours of operation: (a) At least monthly; and (b) Documented (**Attach individual classroom attendance forms with first and last names of staff/children present to meet required documentation needs)							
Fire Drill	**Date**	**Time of day**	**Weather**	**# of staff present**	**# of children present**	**Time needed to evacuate**	**Drill held by (initials)**	**Comments**
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								