

# Fire/Tornado Drill Documentation Form

This document must be kept for two years after completion.

For \_\_\_\_\_

(Year)

## FIRE DRILL (monthly)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>DATE</b>												
<b>TIME</b>												
<b>NUMBER OF CHILDREN</b>												
<b>LENGTH OF DRILL*</b>												

\*\*The goal is to have evacuation time complete in less than two minutes.

## SMOKE DETECTOR (monthly)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>DATE DETECTOR CHECKED</b>												
<b>DATE BATTERIES CHECKED</b>												

\*\*batteries should be checked annually

## TORNADO DRILL (every six months)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>DATE</b>												
<b>TIME</b>												
<b>NUMBER OF CHILDREN</b>												
<b>LENGTH OF DRILL*</b>												

## FIRE EXTINGUISHER

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>DATE CHECKED</b>												

What will the person discovering the fire do? \_\_\_\_\_

How will you sound an alarm? \_\_\_\_\_

What will you do before the fire department arrives? \_\_\_\_\_

How will you make sure all persons are evacuated and accounted for? \_\_\_\_\_