Monthly Fire Evacuation Drill Record

Home Child Care Facility

Date & Time of Drill	Name of Person Conducting Drill	Number of Alarms Tested		Number / Ages of Occupants	Method Used to Initiate Drill	Time to Complete Drill	Notes - Record which exit was used during the drill, any conditions simulated and/or problems encountered, and the weather conditions.
		SMOKE	CO				

DON'T FORGET! Test all smoke alarms and carbon monoxide (CO) alarms each month; record the number of alarms tested. Retain this form as part of your OFC records for three years.