



Fire Drill Checklist (Onsite Evacuation Checklist)			
<b>Date of drill</b>		<b>Total time to complete the drill</b>	
<b>Time of day</b>		<b>Day of the week</b>	
<input type="checkbox"/> Arrival	<input type="checkbox"/> Nap	<input type="checkbox"/> Monday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Mid-morning	<input type="checkbox"/> Late in day	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Friday
<input type="checkbox"/> Lunch	<input type="checkbox"/> Other	<input type="checkbox"/> Wednesday	
<b>Weather conditions</b>			
<b>Procedure</b>	<b>Yes/No</b>	<b>Comments (Specify what was done well and what improvements are needed.)</b>	
Families were informed about the drill, in advance. (Optional)			
Fire alarm was activated if available or need to evacuate was communicated.			
Attendance sheets were taken.			
<i>Ready-to-Go File</i> was taken.			
<i>Ready-to-Go Kit</i> was taken.			
All children and adults followed the evacuation routes to evacuate the building.			
Children and adults who needed help were assisted out of the building.			
Children who are non-mobile were evacuated in a crib or other approved device.			
Children and adults met at the designated safe meeting place(s) on the premises.			
911 call was simulated.			
Children and adults were accounted for using attendance sheets.			
Contacting families using <i>Communication Procedures</i> was simulated.			
Children and adults remained at the designated safe meeting place(s) until instructed to return to normal routines.			
Fire alarm was turned off.			