**Sample Fire Drill Checklists**

**Fire Emergency Planning**

We have a fire drill plan

We have a plan for reuniting parents and children

All staff have been trained and know the evacuation route

All staff understand their role and responsibilities

Adult service staff know the meeting point

Adult service staff know the plan for reuniting parents and children

Adult service staff have been informed that a fire drill is scheduled

Parents and children have been informed that a fire drill is scheduled

**Fire Drill Evaluation**

All staff cooperated

All child care staff successfully fulfilled their roles and responsibilities

Staff or volunteers knew their assigned roles and fulfilled their responsibilities

All staff responded appropriately when faced with unexpected challenges (if applicable - for example, a child that hides or planned exit route that is blocked)

Attendance had been taken properly

Staff did a head-count and used the attendance to ensure all children were present and accounted for before evacuating

Exit routes were clear/not blocked

Staff did a head-count to ensure all children were present and accounted for as soon as the children were evacuated

Staff had access to attendance records, contact information and emergency medication during and after the drill

There were enough staff to evacuate the children

Adult service staff and parents participated in the drill

All children and adults/parents were evacuated

Adult service staff were able to reassure parents and explain the plan to reunite with the children

Adult service staff brought parents to the meeting point to reunite parents with children

Staff had a system to identify parents and children

Not more than 20% of walls are covered in flammable material, and there is nothing flammable on the doors

Doors and windows were closed behind the group as they evacuated

A debrief was completed with: <insert names/positions of those that participated in the debrief> (parents, staff, children)

**Notes:**

**Strengths:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Areas for Improvement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Fire Drill Evaluation/Review completed by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_