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