



## 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: \_\_\_\_\_

