

My Place Family Day Care Evacuation / Lock Down Record

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Educators MUST practice 1 of each drill every 3 months.

Educator Name:		Date:
Address:		Evacuation Drill <input type="checkbox"/> Lock Down Drill <input type="checkbox"/>
Children:	Age:	Is the child walking: Y/N (if no: Action Required)
Additional Occupants:		
Evaluation:		
Were stairs used? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes: how did children arrive at meeting point?		
Was additional equipment needed? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, What?		
Where is this stored? (Remembering you may need multiples of this equipment)		
Exit used for evacuation:		Room used for lockdown:
What occurred?		
Future improvements/Reflection – eg: What would I change next time?		
Program week beginning:		
Educator signature:		Coordinator signature:

Please keep a copy for your records