PACT for West Central Illinois

Emergency Drill & Equipment Maintenance Report

Monthly Fire Drill

	Monthly Fire Drii	1				
Person conducting drill:						
Date:	Time of Fire Drill:	Evacuation Time:				
Number of Children Present:	Number of Staff Present:					
Was the building's fire alarm system activated? Yes No Pull Station #						
Was the fire department or alarm	service center notified? Yes _	No NA				
Did alarm test function properly?	Yes No					
Brief summary of fire drill proced	ure:					
Did all children and staff gather at outside the building regardless of	•	Yes No _				
Monthly Safety Equipment Maintenance Check						
All doors equipped with self-close	ers are kept closed and not prop	oped open?	Yes	No		
All emergency lighting was tested 30 sec. and is in working condition?				No		
All illuminated exit signs are lit ar	Yes	No				
Smoke detectors/Pull stations are file?	Yes	No				
If No is checked, contact Educat	ion Coordinator or Executiv	e Director.				
All Carbon Monoxide Detectors were tested and are in working condition? Batteries will be changed with <i>Day Light Savings</i> Time Change.						
# Date tested	Initial of Tester	Date Battery Replaced _ Date Battery Replaced _ Date Battery Replaced _				

Bi-Yearly Tornado Drill (October and March)							
Person conducting drill:							
Date:	Time of Drill:		Evacuation Time:				
Number of Children Present:	Number of Staff I	Present:					
Was the designated alarm sounded?		Yes_	No	_ NA			
Brief summary of procedure:							
Did all children and staff gather at the designated location inside the building? Yes No							
List any unsatisfactory actions that should be corrected in future fire drills:							
Yearly Earthquake Drill (November)							
Person conducting drill:							
Date:		Time of Dr	ill:				
Number of Children Present:		Number of Staff Present:					
Was the designated alarm sounded?		Yes_	No	NA			
Brief summary of procedure:							
Did all children and staff gather in inside the building?	safe locations		Yes	No			
List any unsatisfactory actions that should be corrected in future fire drills:							

Directions: This Emergency Drill Report and Safety Equipment Maintenance Check is completed monthly by Site Supervisor and filed in Center Safety Notebook and at the end of year in DCFS Health & Safety Drawer.