

**Department of Public Health and Human Services  
Quality Assurance Division / Child Care Licensing**

**Child Care Facility  
Emergency / Disaster Drill Report**

Include record of at least **8 fire drills** and **2 non-fire disaster drills**. List the type of emergency/ disaster as follows:

- Fire evacuation**      **FE**      Example: Fire in the kitchen
- Non-fire evacuation**   **NFE**      Example: Nearby rising flood waters
- Lockdown**              **LD**      Example: Intruder
- Shelter in Place**      **SIP**      Example: Severe weather event

*Please post at facility*

**Emergency / Disaster Drill Record**

Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Time												
Type of emergency												
Number of children												
Number of staff												
Length of Drill												
Initials of tester												
Smoke detector (monthly check)												
Batteries replaced (annually)												
Extinguisher Serviced (annually)												
Tester's initials												
Emergency kit review (annually)												

**ARM 37.95.124 CHILD CARE FACILITIES: EMERGENCY DISASTER AND ACTION PLANS**

- (3) The facility must conduct ten emergency drills per year to include:
  - (a) eight fire drills; and
  - (b) two other disaster drills that are likely to occur in the facility.
- (4) All emergency drills must be documented and include the following minimum information;
  - (a) who conducted the drill;
  - (b) date and time of drill;
  - (c) the number of adults and children present during the drill;
  - (d) the length of time to evacuate; and
  - (e) problems identified during the drill and corrective actions.

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**ARM 37.95.124 CHILD CARE FACILITIES: EMERGENCY DISASTER AND ACTION PLANS**

- (1) All child care facilities must have a written emergency disaster plan. The plan for each structure used for child care must be developed in such a way that the plan can be followed in the event of a natural or human-caused disaster, such as flood, fire, tornado, or responding to an intruder.
- (2) Emergency disaster plans must include:
  - (a) an emergency supply of blankets, water, food, and supplies;
  - (b) plans for evacuation, including identification of at least one off-site gathering point;
  - (c) plans for evacuation of nonmobile children and children with special health care needs;
  - (d) contingencies that address:
    - (i) children's individual needs; and
    - (ii) staff responsibilities;
  - (e) plans for reunification of children with their parents;
  - (f) plans for shelter in place and lock down;
  - (g) plans for continuity of operation.

***Please write your plan to evacuate children from your facility in case of fire or other disaster. Use the Child Care Emergency Disaster Action Plan Guide to help develop your plans.***

1. What will the person discovering the fire or emergency do?
2. How will you sound the alarm?
3. What documentation and supplies will you bring during an evacuation?
4. What routes will you use to exit children?
5. How will you evacuate infants, toddlers, and children with special health needs?
6. Where will you relocate to? Do you have short term and long-term relocation sites?
7. What will you do before the fire department or other emergency responder team arrives?
8. How will you ensure all persons are evacuated and accounted for?
9. How will you notify parents? How will you reunite children with their parents?

***Please write your plan in case of lock-down or shelter in place at your facility.***

1. What will the person discovering the emergency do?
2. Where are the safe places in the building in case of severe weather? In case of intruder?
3. Where will the emergency supplies be stored? What supplies?
4. What supplies will you have for infants, toddlers, and children with special health needs?
5. What will you do before the fire department or other emergency responder team arrives?
6. How will you notify parents? How will you reunite children with their parents?

**By August 31, 2018:** Emergency Action Plans must be available for review during inspections. Emergency supply kits must be on-site and available for licensing inspection.