

Emergency Evacuation & Disaster Drill Log

Master Monthly Childcare Drill Log Template

FACILITY INFORMATION

FACILITY NAME	PHONE
STREET ADDRESS	
DIRECTOR / ADMINISTRATOR	LICENSING AGENCY
LOG YEAR	LICENSED CAPACITY
FIRE DRILL TIME STANDARD (MIN:SEC)	SEVERE WEATHER / LOCKDOWN STANDARD (MIN:SEC)
PRIMARY & ALTERNATE ASSEMBLY POINTS	

How to use this log

- 1

Complete the Facility Information above once at the start of each year.
- 2

Copy one Drill Record page (Section 3) for every drill — fire / evacuation, severe weather, lockdown or any extra drill.
- 3

Start the timer when the alarm sounds and stop it when every child and staff member is accounted for.
- 4

Enter each completed drill on the Annual Drill Tracker (Section 2) so gaps in the schedule are easy to spot.
- 5

Have the director review and sign each record, and keep the log on site and available to licensing inspectors for the retention period your agency requires.

Required Drill Schedule

DRILL TYPE	TYPICAL FREQUENCY	NOTES
Fire / evacuation	Monthly	Vary the time of day and the exit used; log every drill, including any repeat drills.
Severe weather Tornado, hurricane, earthquake — whichever applies to your region	Quarterly or semi-annually	Record the shelter location used and how long it took everyone to reach it.
Lockdown / active threat	Annually	Record how the alert was given and how rooms were secured and accounted for.

Frequencies shown are typical. Requirements vary by state, county and license type — confirm your exact drill intervals and evacuation time standards with your licensing agency.

Every Drill Record Must Document

- ✓ Exact date and time of day the drill took place
 - ✓ Weather conditions at the time of the drill
 - ✓ Total number of children and staff evacuated
- ✓ Evacuation time elapsed, in minutes and seconds
 - ✓ Route utilized
 - ✓ Notes on any impediments encountered

WHY IT MATTERS Incomplete drill records, or failing to meet evacuation timing standards, are classified as serious health and safety violations.

Annual Drill Tracker

FACILITY

YEAR

MONTH / DRILL	DATE	TIME	CHILDREN	STAFF	EVAC. TIME (M:SS)	STD. MET? Y / N	CONDUCTED BY	DIRECTOR INITIALS
FIRE / EVACUATION DRILLS — MONTHLY								
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
SEVERE WEATHER DRILLS — QUARTERLY OR SEMI-ANNUALLY (TORNADO / HURRICANE / EARTHQUAKE)								
Severe weather #1								
Severe weather #2								
Severe weather #3								
Severe weather #4								
LOCKDOWN / ACTIVE THREAT — ANNUALLY								
Lockdown drill								
OTHER DRILLS								
Other: _____								

Details for every entry above are recorded on a Drill Record page (Section 3).

Annual Review

REVIEWED BY (DIRECTOR)

SIGNATURE

DATE REVIEWED

MISSED / REPEATED DRILLS & ACTIONS TAKEN

Facility name		Log year		Drill month / #	
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1. DRILL INFORMATION			
Drill type	☐ Fire / evacuation ☐ Tornado ☐ Hurricane ☐ Earthquake ☐ Shelter-in-place ☐ Lockdown / active threat ☐ Other: _____		
Date of drill		Day of week	
Time drill began	____ : ____ ☐ AM ☐ PM	Time all accounted for	____ : ____ ☐ AM ☐ PM
Drill type notice	☐ Scheduled ☐ Unannounced	Group(s) / room(s)	
Weather conditions	☐ Clear ☐ Cloudy ☐ Rain ☐ Snow / ice ☐ Windy ☐ Fog ☐ Extreme heat ☐ Extreme cold Temperature: _____ °F / °C		

2. ATTENDANCE & EVACUATION TIME			
Children present		Children evacuated	
Staff present		Staff evacuated	
Visitors / volunteers		Total persons evacuated	
All persons accounted for?	☐ Yes ☐ No	Headcount verified by	
Total evacuation time (min:sec)	_____ min _____ sec	Required time standard (min:sec)	
Time standard met?	☐ Yes ☐ No	Timed by	

3. ROUTE & ASSEMBLY POINT			
Route utilized			
Assembly / safe location		Alternate route used?	☐ Yes ☐ No

4. PROCEDURE CHECKLIST	
☐ Alarm / alert sounded and heard in all areas	☐ Posted exit / shelter route followed
☐ Attendance roster & emergency contacts taken	☐ Headcount completed at assembly point
☐ Infants, non-walkers & children with special needs assisted	☐ Rooms, restrooms & closets checked; doors closed
☐ First aid kit & medications taken	☐ Staff followed assigned roles

5. IMPEDIMENTS & CORRECTIVE ACTION	
Impediments encountered (blocked exits, delays, equipment problems, etc.)	
Corrective action / follow-up (include date completed)	

6. SIGN-OFF			
Drill conducted by (print)		Signature / date	
Director review (print)		Signature / date	