

## PRE/POST Monthly Fire Drill Checklist

1. Date and time scheduled for upcoming fire drill. Make sure you change the times of the monthly drills to maximize practice during different times.
  - a. Date: \_\_\_\_\_ Time: \_\_\_\_\_
  
2. Exits are marked with Primary Exit or Secondary Exit signs. This will ensure your program is familiar with the different evacuation routes.
  - a. Primary Exit: \_\_\_\_\_ Secondary Exit/Exits: \_\_\_\_\_
  
3. On the day of the fire drill, place a picture of fire (see below) in the area you mark as the non-exit. In addition to placing a picture of fire in the area, you can also block the area off using various objects that would block the exit.
  - a. Label and block the area where fire will be: \_\_\_\_\_
  
4. Sound your alarm of choice to signal the drill has begun and document this process using the Fire Drill Log located at the bottom of the [Monthly Fire Prevention Inspection Checklist form](#).
  
5. When the Fire Drill is complete, fill out the top portion of the Monthly Fire Prevention Inspection Checklist form.
  
6. Once you have completed the entire Monthly Fire Prevention Inspection Checklist form, post it in the parent information area of your program.
  
7. In preparation of your fire drill evacuation for the next month, review the exits you previously used as the Primary and Secondary Exits and plan to use an alternate exit for the next month.
  - a. Current Month's Exits:
    - i. Primary Exit used: \_\_\_\_\_
    - ii. Secondary Exits used: \_\_\_\_\_
  - b. Plan for next Month's Exits:
    - i. Primary Exit you will use: \_\_\_\_\_
    - ii. Secondary Exits you will use: \_\_\_\_\_