

Emergency Drill Documentation Sheet

YEAR	Kentucky Child Care Regulations: 922 KAR 2:090 Section 9: Records. A child-care center shall maintain: (h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3. (i) A written record of practiced drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3. (**Attach individual classroom attendance forms with first and last names of staff/children present to meet required documentation needs)							
Fire Drill	Date	Time of day	Weather	# of staff present	# of children present	Time needed to evacuate	Drill held by: (Initials)	Comments
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Earthquake Drill	Date	Time of day	# of staff present	# of children	Notes: Use this space to document children's reactions to the drill that may be of future concern as well as other concerns you may have. (**) 			
Jan-Mar								
Apr-June								
July-Sept								
Oct-Dec								
Tornado Drill	Date	Time of day	# of staff present	# of children	Notes: Use this space to document children's reactions to the drill that may be of future concern as well as other concerns you may have. (**) 			
Jan-Mar								
Apr-June								
July-Sept								
Oct-Dec								