

Emergency Drills Record for Certified School-age Centers

Name of Facility:

License #:

Program Coordinator Name:

License Exp. Date:

*Start date (first day of care) for this school year:

Fire Drill (complete monthly)

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Date & Time												
Duration												
# of Children												
# of Adults												
Alert method used												
Notes												
Staff Initials												

Other Drills (must also be completed every two months in addition to fire drills)

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Type of Drill												
Date & Time												
Duration												
# of Children												
# of Adults												
Alert method used												
Staff Initials												

Please refer to [OAR 414-310-0180\(2\)\(6\) and \(7\)](#) for the rules that apply to certified school-age child care centers. ***An emergency evacuation drill must be conducted: (a) Within the first 10 days of the school year; or (b) Within the first 10 operating days after initial licensure.** Staff must take emergency contact information, medical authorization, and current attendance records with them if leaving the child care area during a drill.