

Safety and Emergency Response Documentation – Family Child Care Centers

Use of form: Use of this form is voluntary; however, completion of this form will meet the requirements of DCF 250.04(2)(a), 250.06(3), 250.06(4)(a) and 250.06(4)(b) of the Wisconsin Administrative Codes.

Instructions: The center representative shall enter the requested information when each item is completed.

Name – Family Child Care Center	Facility ID Number	Year
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A. SMOKE DETECTOR / FIRE ALARM INSPECTION All fire alarms and smoke detectors shall be tested monthly. In the spaces provided below, enter the date, time and results of the inspection.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Time												
Results												

B. CARBON MONOXIDE DETECTOR INSPECTION All carbon monoxide detectors shall be tested monthly. In the spaces provided below, enter the date, time and results of the inspection.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Time												
Results												

C. EMERGENCY DRILL PRACTICE Fire drills shall be conducted every month; tornado drills shall be conducted from April through October. In the spaces provided below, enter the date and time of the drill (in the Date and Time fields) and the time it took to evacuate to the area designated in the center's written plan (in the Drill Time fields). Note: The recommended exit time is 2 minutes maximum.

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fire	Date and Time												
	Drill Time												
Tornado	Date and Time												
	Drill Time												

D. FIRE EXTINGUISHER INSPECTION Fire extinguishers shall be inspected annually. In the space provided below, record the date of inspection. Note: It is recommended that the extinguisher be inspected by a professional.

Date of the annual inspection: _____

E. VEHICLE SAFETY ALARM INSPECTION All vehicle safety alarms shall be tested weekly. In the spaces provided below, enter the date and time of the inspection.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Week 1												
Week 2												
Week 3												
Week 4												