

FIRE SAFETY AND EMERGENCY RESPONSE DOCUMENTATION – GROUP CHILD CARE CENTERS

Use of form: Use of this form is voluntary; however, completion of this form meets the requirements of DCF 251.06(3)(c) and 251.06(4)(j) of the Wisconsin Administrative Codes.

Instructions: Child care center personnel shall enter the requested information when each item is completed. If your facility is equipped with a fire protection (sprinkler) system, attach signed fire protection maintenance records from a qualified maintenance person.

Name – Group Child Care Center	Year
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A. SMOKE DETECTOR / FIRE ALARM INSPECTION Fire alarms and smoke detectors shall be tested weekly. In the spaces provided below, enter the date and the result of each weekly test.

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Week	1.												
	2.												
	3.												
	4.												
	5.												

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

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

C. FIRE EXTINGUISHER INSPECTION Each fire extinguisher on the premises of a center shall be inspected once a year by a qualified person.

Date of the annual inspection: _____