

**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(2)(L), 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. FIRE DETECTION / PREVENTION SYSTEM INSPECTION** All fire alarms and smoke detectors shall be tested monthly. In the spaces 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 one or two family dwellings are required to have a carbon monoxide detector in operating condition installed in the basement and on each level of the building, excluding the attic, garage, or storage area. The department recommends that all carbon monoxide detectors be tested according to the manufacturer’s instructions. In the spaces below, enter the date, time and results of the inspection. Enter N/A if your CO units do not have a testing option available.

	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 monthly from April through October. In the spaces 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
<b>Fire</b>	Date/ Time												
	Drill Time												
<b>Tornado</b>	Date/ Time												
	Drill Time												

**D. FIRE EXTINGUISHER AND SMOKE DETECTOR BATTERY INSPECTION** Fire extinguishers shall be inspected annually. Batteries in a single-station battery-operated smoke detector shall be replaced at least once each year. In the space provided below, record the date of fire extinguisher inspection and battery replacement. Note: It is recommended that the extinguisher be inspected by a professional.

Date of annual fire extinguisher inspection: \_\_\_\_\_ Date of annual smoke detector battery replacement: \_\_\_\_\_

**E. VEHICLE SAFETY ALARM INSPECTION** All vehicles with a manufacturer’s seating capacity of 6 or more passengers in addition to the driver that are used to transport children in care shall be equipped with a vehicle safety alarm. A person who is required to have a child safety alarm installed must ensure that the alarm is properly maintained and in good working order each time the child care vehicle is used for transporting children. In addition to the inspection by the driver, the department recommends that all vehicle safety alarms be tested monthly by the licensee. In the spaces provided below, enter the date, time, and results of the test.

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