



Fire Drills

Fire drills should be practiced at different times of the day and week. All staff should be familiar with the procedures.

Date	Time of Day	Number of Children	Time Taken To Evacuate	Staff Signature

Emergency Plan

The Emergency Plan sets out the procedures to prepare for, mitigate, respond to and recover from any emergency should be practiced at least once a year. All staff should be familiar with the procedures.

Date	Time of Day	Number of Children	Time Taken To Practice Emergency	Staff Signature