



**CHILD CARE ASSISTANCE PROGRAM
AND
CHILD CARE LICENSING PROGRAM**

Office Use Only

Division of Public Assistance
Child Care Program Office

EMERGENCY EVACUATION DRILL REPORT

Child Care Facilities are required by child care licensing and child care assistance regulations to record their monthly emergency evacuation drills (7AAC 10.1010), (7 AAC 41.222) and make their recordings available to the department upon request.

Facility Name: _____ Date of Drill: _____

Date of Rescheduled Drill: _____ Reason for Postponement: _____

Time Drill Started: _____ am pm Time Evacuation Completed: _____ am pm

Was everyone evacuated within 150 seconds? Yes No

If "No", please explain: _____

1. Describe responses of the children during the drill: _____

2. List the names of children present who did not participate and reasons for non-participation.

Name of Child:

Reason for non-participation:

3. List the names of employees on duty during the drill.

Name of employees:

Actions taken by each employee:

4. Were existing policies followed? Yes No (If “No” please explain and then proceed to #6)

5. Were existing policies effective? Yes No If “No”, describe how the policy will be revised for future drills.

6. List any suggestions for improving future drills.

7. Was this drill modified? For example, did you use an alternative route? Yes No

a. List reasons for modification(s): _____

b. Describe nature of the modification: _____

Name and title of person completing this form:

Printed Name

Title

Signature

Date