

**UFCC FORM****FIRE DRILL LOG****Umbrella Family  
and Child Centres  
of Hamilton***Fire drills are to be completed monthly at ALL locations, and MUST be recorded in the daily journal.***SITE NAME:** \_\_\_\_\_

Date Conducted (mm/dd/yy):	
Time Conducted (hh:mm, AM/PM):	
Program Room Participating in the Drill:	
Age Group of Program Room:	
Number of Children Present:	
Number of Child Care Personnel Present	Staff:                      Students:                      Volunteers:
Amount of Time Taken to Evacuate the Centre:	
Person Responsible for Initiating Drill: (e.g. school, name of program staff)	
Were the written procedures approved by the local fire chief followed during the fire drill?	<input type="checkbox"/> Yes <input type="checkbox"/> No   If no, please provide a rationale in the comment section below.
Additional Comments: (e.g. rationale for the time taken to evacuate the centre, observations, issues or concerns, children's reactions, next steps for improvement, etc.)	

PRINTED NAME OF SUPERVISOR OR DESIGNATE	SIGNATURE OF SUPERVISOR OR DESIGNATE	DATE

<b>Last Revision Approved:</b>	October 9, 2022
<b>Date of Next Review:</b>	October, 2023