

Appendix C- Emergency Drill Log (form CY 356)



EMERGENCY DRILL LOG

55 PA CODE CHAPTERS 3270.27; 3280.26; 3290.24

Licensed child care programs must conduct emergency drills at least annually. Programs are required to keep documentation with the date and time of the drill at the facility.

Types of Drills

Schedule drills based on your hazard analysis. In Pennsylvania, the most common natural disasters are floods, severe storms, and power outages. It is also helpful to conduct drills for human-caused emergencies such as a gas leak, a chemical spill, an active shooter, building damage and/or an impaired or disgruntled adult.

Date Drill Conducted: / /		Time Drill Conducted: AM PM <i>(Circle One)</i>	
Time to complete the drill: Minutes			
RECORD THE NAMES OF FACILITY PERSONS AND ANY OTHER ADULTS THAT PARTICIPATED IN THE DRILL			
TYPE OF EMERGENCY DRILL CONDUCTED <i>(Ex: Flood, Tornado, Gas Leak, Chemical Spill, Impaired Adult, Shelter in Place, Lock-down)</i>			
SPECIAL ACCOMMODATIONS THE FACILITY USED FOR ANY CATEGORY OF CHILDREN <i>(Infants, Toddlers, Children with Special Needs)</i>			
TOTAL NUMBER OF CHILDREN PARTICIPATING IN THE DRILL			
TOTAL NUMBER OF ADULTS AND CHILDREN PARTICIPATING IN THE DRILL			
LIST PROBLEMS ENCOUNTERED OR OBSERVATIONS DURING THE DRILL <i>(For use in updating the Emergency Plan)</i>			
Signature _____	Date _____	Position _____	

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