

Form Explanation Sheet

Form Name: Safety Drills Recording form

Why It Is Used: To document for licensing when required safety drills have been performed during the school year

How It is Used: Center staff record dates and sign initials next to each date in corresponding spaces provided after each safety drill is performed. This form should be posted in the center classroom or center office.

Deadlines: Form should be completed immediately following execution of any safety drill-see form for timeline of safety drills.

Who Is Responsible: Center Staff are responsible for completing the form. Center Supervisors/Customer Resource Specialist are responsible for ensuring that safety drills are being completed on appropriate timeline.

Where It Goes: Form remains posted throughout the program year. Completed forms should be filed in center files.