SAFETY AND EMERGENCY RESPONSE DOCUMENTATION
GROUP CHILD CARE CENTERS AND DAY CAMPS

Use of form: Use of this form is voluntary; however, completion of this form meets the requirements pursuant to DCF 251.06(3)(b)4., 251.06(4)(j), and 252.43(3)(bm) of the Wisconsin Administrative Code.
Instructions: Child care center or day camp personnel shall enter the requested information when each item is completed. If your facility is equipped with a fire protection (sprinkler) system, attach signed fire protection maintenance records from a qualified monitoring agency.

Name – Child Care Center/Day Camp	Facility ID Number	Year

A. FIRE DETECTION / PREVENTION SYSTEM INSPECTION Fire alarms and smoke detectors shall be tested monthly. In the spaces provided below, enter the date, the time and the result of each monthly test.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Time												
Results												

B. EMERGENCY DRILL PRACTICE Fire drills shall be conducted every month; tornado drills shall be conducted monthly from April through October. In the spaces provided below, enter the date (mm/dd/yyyy) and time (hh:mm) of the drill in the Date & Time field, and add the number of minutes and seconds (mm:ss) it took to evacuate to the area designated in the center's written plan in the Drill Time field. **Note:** The recommended exit time is 2 minutes maximum.

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fire Drill	Date and Time												
	Drill Time												
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Tornado Drill	Date and Time												
	Drill Time												

C. FIRE EXTINGUISHER INSPECTION Each fire extinguisher on the premises of a center shall be inspected and tagged once a year by a qualified person.

Date of the annual inspection: _____

D. VEHICLE SAFETY ALARM INSPECTION All vehicles with a manufacturer's seating capacity of 6 or more passengers in addition to the driver that are used to transport children in care shall be equipped with a vehicle safety alarm. A licensee who is required to have a child safety alarm installed must ensure that the alarm is properly maintained and in good working order each time the child care vehicle is used for transporting children. In addition to the inspection by the driver, the department recommends that all vehicle safety alarms be tested monthly by the licensee. In the spaces provided below, enter the date, time, and results of the test.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Time												
Results												