

Playcentre Aotearoa's Emergency Drills Quick Reference Record Form



You **may** choose to keep this record template near the daily roll to assist in tracking Emergency Drill completion.

| Year | Session | Notified Drill? (Y/N) | Fire Drill Completed (Sign & Date) | Earthquake Drill Completed (Sign & Date) | Sheltering In Place Drill Completed (Sign & Date) | Notes to inform Self-Review |
|--------|-----------|-----------------------|------------------------------------|--|---|-----------------------------|
| Term 1 | Monday | | | | | |
| | Tuesday | | | | | |
| | Wednesday | | | | | |
| | Thursday | | | | | |
| | Friday | | | | | |
| Term 2 | Monday | | | | | |
| | Tuesday | | | | | |
| | Wednesday | | | | | |
| | Thursday | | | | | |
| | Friday | | | | | |
| Term 3 | Monday | | | | | |
| | Tuesday | | | | | |
| | Wednesday | | | | | |
| | Thursday | | | | | |
| | Friday | | | | | |
| Term 4 | Monday | | | | | |
| | Tuesday | | | | | |
| | Wednesday | | | | | |
| | Thursday | | | | | |
| | Friday | | | | | |

Keep this form for 2 years for record of drills completed and to help inform future practices

