

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. Emergency Drills are only required once per term with Notified Fire Drills being carried out in Term 2 and 4 only.

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

