

DCFS FIRE & SAFETY  
FIRE DRILL PRACTICE REPORT

NAME: \_\_\_\_\_

Month	Date/Time	Evacuation Time	No. of Children	No. of Adults	Comments
JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					

Remember, you must have a plan!  
Your local fire department can help you create an escape plan.  
Your safety is important to us.  
Return this form with your re-licensing packet.

## EMERGENCY SAFETY PLAN

Approximately one-third of all fire victims in the United States are children under 14 years of age. As a foster care provider it is extremely important to practice fire safety. Here are some helpful suggestions:

- Inform the local fire department that you care for other children in your home/facility.
- Install smoke detectors in the home/facility, and check them monthly to make sure they are in working order.
- Keep a portable fire extinguisher (2A10BC) in the kitchen and know how to use it. It must be serviced and tagged yearly.
- Devise fire escape routes. Follow these steps in planning an escape route:
  - Make a floor plan of the home/facility with all the doors, windows, stairways, fire escapes, and porches shown on it.
  - Determine two ways of getting out of the home/facility from each room.
  - Mark each route with a different colored marker.
  - Designate one route as a primary route of escape through hallways and stairways.
  - Designate the other route as an alternative emergency route to be used if smoke or fire is blocking hallways and stairways.
  - It is best to involve the entire family in this process.
- Practice emergency fire escape drills with the children, minimum monthly. To practice for fire drills:
  - Explain calmly to the children now that you have all made a plan it's time to practice it.
  - Enlist the older children to help the younger ones to get out of the home/facility.
  - Specify one location outside where everyone is to meet in the event of a fire.
  - Conduct surprise drills and be sure that the children know how to follow the escape routes.

### WHAT TO DO IN CASE OF FIRE

In case of fire, get all the children out of the home/facility first and then call the fire department. Once everyone has evacuated the home/facility and have met at the designated location, check to make sure all the children have left the home/facility and make sure that none of the children try to get back inside.