

# 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					

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



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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
<b>Term 3</b>	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
<b>Term 4</b>	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					

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