

Emergency Disaster Drill Log

California Community Care Licensing (CCL) Requirements

Licensed child care programs must conduct emergency drills at least once every 6 months. Practice “duck, cover, and hold” earthquake drills under tables or desks no less than four times per year. Programs are required to keep written documentation with the date and time of the drills at your facility.

Types of Drills

Schedule drills based on your hazard analysis. In California, the four most common natural disasters are earthquakes, fires, floods, and tsunamis. It is also helpful to conduct drills for human-caused emergencies such as a gas leak, a chemical spill, an active shooter, and/or an impaired or disgruntled adult.

MONTH	TYPE OF DRILL	DATE HELD	TIME OF DRILL	NOTES FOR IMPROVEMENT	SIGNATURE / INITIALS
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					