

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
RECORD OF SHELTER-IN-PLACE DRILLS
CHILD CARE PROGRAMS

Program Name: _____ License/Registration/Enrollment Number: _____

Address: _____

Shelter-in-place drills must be conducted twice per year during each shift of care. It is recommended that all staff/providers be able to lead a shelter-in-place drill. Attendance is taken at the beginning and end of the drill. This form or an approved equivalent must be used to document shelter-in-place drills.

Date/Shift	Drill Start Time	Drill End Time	Name of staff/provider conducting drill	Supplies Checked*	Drill Location	Comments

* This requirement does not apply to legally-exempt in-home child care.

