EMERGENCY PREPAREDNESS LOG

MONTHLY

Test All Smoke and (if applicable) Carbon Monoxide Alarms:
Press the test button on the unit until it sounds the alarm.

Date Tested	Provider Initials

QUARTERLY – EVERY 3 MONTHS

Examine All Fire Extinguishers:
Extinguishers must be **mounted** and free of damage. Seals must be unbroken. Safety pins must be in place. Examination must include unmounting, turning upside down, and remounting right side up.

Date Extinguishers Examined	Provider Initials

SEMI-ANNUALLY – EVERY 6 MONTHS

Replace Batteries in All Smoke and Carbon Monoxide Alarms	
Date Replaced	**Provider Initials**

Review Emergency Preparedness Policies and Procedures	
Date Reviewed	**Provider Initials**