



**Charlotte Fire Department**  
**Fire Drill Report**  
**Fire and Life Safety Education**  
**1215 South Boulevard**  
**Charlotte, NC 28203**  
**704-336-3970 704-336-3972 Fax**

Revised 09-11-02

_____		_____		
Facility Name		Facility Address		
_____		_____		_____
Facility Contact		Facility Telephone		Date
_____		_____		_____
Fire Dept Representative		Telephone		Area of Drill

**Directions for Planning and Conducting a Fire Drill**

Review the evacuation plan for your facility and make sure that it is current. Just prior to the drill call the Charlotte Fire Department Communications Center at 704-336-2441 and tell them that you are going to do a fire drill. Give them your name, the name and address of the facility and the phone number. Ask them to record the times that any calls are received from your facility or alarm monitoring service if time permits. Begin your drill. Start timing and evaluating the performance as soon as a staff member or occupant is presented with a situation to which they must react. If performed completely, correctly and efficiently score all points. If performed at less than complete, but at least half the criteria was met score the partial points. If not performed at all, or less than half of the criteria was met, score 0 points. Upon completion of the drill reset the fire alarm. Call CFD Communications Center back and report that the drill is complete, and your facility is back on line. Record the times of any calls that were received for the drill. Total the number of points in each column and add them together. This will give you a percentage based on 100 in which to evaluate the overall drill performance. Provide a review and critique with the staff to re-enforce positive actions and to point out areas where improved performance is required.

<b>Special Occupancy Fire Drill</b>				
Occupants react to the fire alarm and begin immediate, orderly evacuation	10	5	0	
Staff begins search, assigned duties, and assist persons with special needs	10	5	0	
Doors to fire area and other rooms and areas closed but not locked	10	5	0	
Occupants and visitors use stair towers and do not use elevators	10	5	0	
Occupants and visitors directed to or report to safe assembly area	10	5	0	
Method to account for all employees and visitors	10	5	0	
Assist persons with special needs or report their location to fire department	10	5	0	
All fire doors and other fire & life safety equipment operated properly	10	5	0	
Call from facility to 9-1-1 Time Received _____	10	5	0	
Call from alarm company to 9-1-1 Time received _____	5	2	0	
Up to 4:00 = 5 4:01 to 5:30 = 2 5:31 or more = 0	TIME	5	2	0
	Minutes	seconds		
<b>Score – Add columns together and enter total here</b>				<b>%</b>
(100 to 93 very good) (92 to 85 good) (84 to 77 acceptable) (76 to 70 needs improvement) (less than 70 unacceptable)				
Number evacuated or re-located	<u>Nbr</u>			

<b>General Fire Drill</b>				
Occupants react to the fire alarm and begin immediate, orderly evacuation	10	5	0	
Assist persons in immediate danger and / or with special needs	10	5	0	
Activate fire alarm or notify others by method approved for your occupancy	10	5	0	
Door to fire room and doors to other rooms / areas closed but not locked	10	5	0	
Call from facility to 9-1-1 Time Received _____	10	5	0	
Responsible person takes charge and directs evacuation / makes assignments	10	5	0	
Staff begins and completes search of all rooms and areas of building	10	5	0	
Occupants and visitors directed to or report to safe assembly area	10	5	0	
Method to account for all employees and visitors	10	5	0	
Any fire or life safety equipment operates and is used properly	5	2	0	
Up to 4:00 = 5 4:01 to 5:30 = 2 5:31 or more = 0	TIME	5	2	0
	Minutes	seconds		
<b>Score – Add columns together and enter total</b>				<b>%</b>
(100 to 93 very good) (92 to 85 good) (84 to 77 acceptable) (76 to 70 needs improvement) (less than 70 unacceptable)				
Number evacuated or re-located	<u>Nbr</u>			

<b>Nursing / Assisted Living Care Fire Drill</b>				
All persons removed from fire room / immediate danger to a safe area	10	5	0	
Door to fire room and doors to other rooms / areas closed but not locked	10	5	0	
Fire alarm activated manually without delay or automatic activation occurs	10	5	0	
Fire location communicated to staff by page announcement or other method	10	5	0	
Staff reports to area of alarm to assist and search, or begins pre-assigned duties	10	5	0	
Hallways, corridors, exit doors and path of egress cleared of obstructions	10	5	0	
A representative took charge and made assignments as necessary	10	5	0	
All fire doors and other fire & life safety equipment operated properly	10	5	0	
Call from facility to 9-1-1 Time Received _____	10	5	0	
Call from alarm company to 9-1-1 Time received _____	5	2	0	
Up to 4:00 = 5 4:01 to 5:30 = 2 5:31 or more = 0	TIME	5	2	0
	Minutes	seconds		
<b>Score – Add columns together and enter total</b>				<b>%</b>
(100 to 93 very good) (92 to 85 good) (84 to 77 acceptable) (76 to 70 needs improvement) (less than 70 unacceptable)				
Number evacuated or re-located	<u>Nbr</u>			

Comments

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Signature \_\_\_\_\_