



**CHARLOTTE FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE  
500 DALTON AVE  
CHARLOTTE, NC 28206**



**Fire Drill Report**

<b>Facility Name</b>	<b>Facility Address</b>	<b>Facility Contact</b>	<b>Contact's Phone</b>	<b>Area of Drill</b>
<b>Date</b>	<b>Time of Day</b>	<b>Fire Department Representative</b>	<b>FD Representative's Phone</b>	

<u>Special Occupancy Fire Drill</u>					<u>General Fire Drill</u>					<u>Nursing / Assisted Living Care Fire Drill</u>				
Occupants react to the fire alarm and begin immediate, orderly evacuation	10	5	0		Occupants react to the fire alarm and begin immediate, orderly evacuation	10	5	0		All persons removed from fire room / immediate danger to a safe area	10	5	0	
Staff begins search, assigned duties, and assist persons with special needs	10	5	0		Assist persons in immediate danger and / or with special needs	10	5	0		Door to fire room and doors to other rooms / areas closed but not locked	10	5	0	
Doors to fire area and other rooms and areas closed but not locked	10	5	0		Activate fire alarm or notify others by method approved for your occupancy	10	5	0		Fire alarm activated manually without delay or automatic activation occurs	10	5	0	
Occupants and visitors use stair towers and do not use elevators	10	5	0		Door to fire room and doors to other rooms / areas closed but not locked	10	5	0		Fire location communicated to staff by page announcement or other method	10	5	0	
Occupants and visitors directed to or report to safe assembly area	10	5	0		Call from facility to 9-1-1 Time Received _____	10	5	0		Staff reports to area of alarm to assist and search, or begins pre-assigned duties	10	5	0	
Method to account for all employees and visitors	10	5	0		Responsible person takes charge and directs evacuation / makes assignments	10	5	0		Hallways, corridors, exit doors and path of egress cleared of obstructions	10	5	0	
Assist persons with special needs or report their location to fire department	10	5	0		Staff begins and completes search of all rooms and areas of building	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		Occupants and visitors directed to or report to safe assembly area	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		Method to account for all employees and visitors	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		Any fire or life safety equipment operates and is used properly	5	2	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					Up to 4:00 = 5 4:01 to 5:30 = 2 5:31 or more = 0					Up to 4:00 = 5 4:01 to 5:30 = 2 5:31 or more = 0				
	Minutes	seconds				Minutes	seconds				Minutes	seconds		
<b>Score – Add columns together and enter total here</b>			<b>%</b>		<b>Score – Add columns together and enter total</b>			<b>%</b>		<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)					(100 to 93 very good) (92 to 85 good) (84 to 77 acceptable) (76 to 70 needs improvement) (less than 70 unacceptable)					(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>	Number evacuated or re-located				<u>Nbr</u>	Number evacuated or re-located				<u>Nbr</u>

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_