



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



---

**Fire Drill Log**

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

Director/Operator: \_\_\_\_\_

Section 405 of the North Carolina Fire Code requires that fire drills be conducted at a frequency of no less than one per month in day care and group home facilities. Drills shall be conducted at different times of the day, and during various activities to avoid complacency. If the facility is provided with a fire alarm system, the fire alarm system shall be utilized for the drills in order to routinely familiarize the occupants with its function and purpose.

**Important:** You must first contact your fire alarm monitoring facility, as well as the Charlotte Fire Department's Communications Division (704-336-2441) to inform them of the intended drill. Make a second call to both agencies informing them when you have completed the drill.

Date	Time of Drill	Evacuation Time	Signature

*This record shall be posted in a conspicuous location at the facility and shall be readily available to the inspecting Fire Official.*