# Center Fire Drill Report

## Year _____

Name of Center _____

Name of Manager or Operator _____

Address of Center _____

North Carolina State Building Code Requirements for Child Care Center**:**

Each center shall formulate a plan, in cooperation with the Local Fire Department, to evacuate in case of fire or when necessary. (Fire extinguishers shall not be used until the children are safely evacuated unless the center has sufficient staff personnel to evacuate the children safely and use fire extinguishers simultaneously.) All employees shall be instructed and kept informed of their duties under the plan. **There must be at least one unannounced fire drill monthly and it must be conducted at a different time each month**. Records of monthly fire drills giving the date each drill held, the time of day, the length of time taken to evacuate the building, and the signature of the person that conducted the drill shall be readily available to a Division representative for review. 10NCAC 3U .0302(d)(4).

| DATE | TIME OF FIRE DRILL | TIME REQUIRED TO EVACUATE BUILDING | SIGNATURE (do not initial) |
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