



Office of the State Fire Marshal

800 SW Jackson, Suite 104

Topeka KS 66612

Phone: (785) 296-3401 Fax: (785) 296-0151

Facility Name	Year(s) of Drills
Address	Responsible Party Name & Title
City, State, Zip	Facility/License #
Phone	Fax

Emergency Preparedness Drills

Type	Date of Drill	Time of Day	Number of Occupants	Responsible Party Name	How long was fire drill evacuation, start to finish?
Fire (1x)					
Fire (2x)					
Fire (3x)					
Fire (4x)					
Tornado September					
Tornado March					
Crisis (1x)					
Crisis (2x)					
Crisis (3x)					

POST IN CONSPICUOUS LOCATION

When ALL REQUIRED DRILLS have been conducted, maintain the original or copy of the drill record IN YOUR FILES ONLY for a period of not less than 5 years for future verification by the Office of the State Fire Marshal.