



**Kansas State Fire Marshal's Office**  
**800 S.W. Jackson – Suite 104**  
**Phone : 785-296-3401**  
**Topeka, KS 66603-3714**  
**Fax : 785-296-0151**

<b>Facility Name</b>	<b>Year(s) of drills</b>
<b>Address</b>	<b>Responsible Party Name and Title</b>
<b>City, State, Zip</b>	<b>Facility/License #</b>
<b>Phone</b>	<b>Fax</b>

## FIRE DRILL RECORD

MONTH	DATE OF DRILL	TIME OF DAY	TIME FOR EVACUATION	NUMBER OF OCCUPANTS	RESPONSIBLE PARTY NAME
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

### POST IN A CONSPICUOUS LOCATION

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