

**OFFICE OF THE STATE FIRE MARSHAL**

800 SW JACKSON, STE 104, TOPEKA, KS 66612  
PHONE: (785) 296-3401 FAX: (785) 296-0151

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

**FIRE DRILL RECORD**  
**(Assisted Living / Res. Board & Care)**

Month	Date of Drill	Time of Day	Evacuation Time	Number of Occupants	Responsible Party Name	Origin of Fire	Escape Path Used
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							

**ASSISTED LIVING:**

Emergency egress and relocation drills shall be conducted not less than six times per year on a bimonthly basis, with not less than two drills conducted at night when residents are sleeping.

**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.