

Overland Park Fire Department

Record of Fire and Tornado Drills

Year 20\_\_

MONTH	DATE	TIME OF DAY	NUMBER OF CHILDREN PRESENT	TIME FROM ALARM UNTIL THE LAST CHILD IS OUT THE DOOR	PERSON CONDUCTING DRILL	ALARM TEST DATE	COMMENTS
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
<b>Tornado Drills</b>							
April							
May							
June							
July							
August							
September							

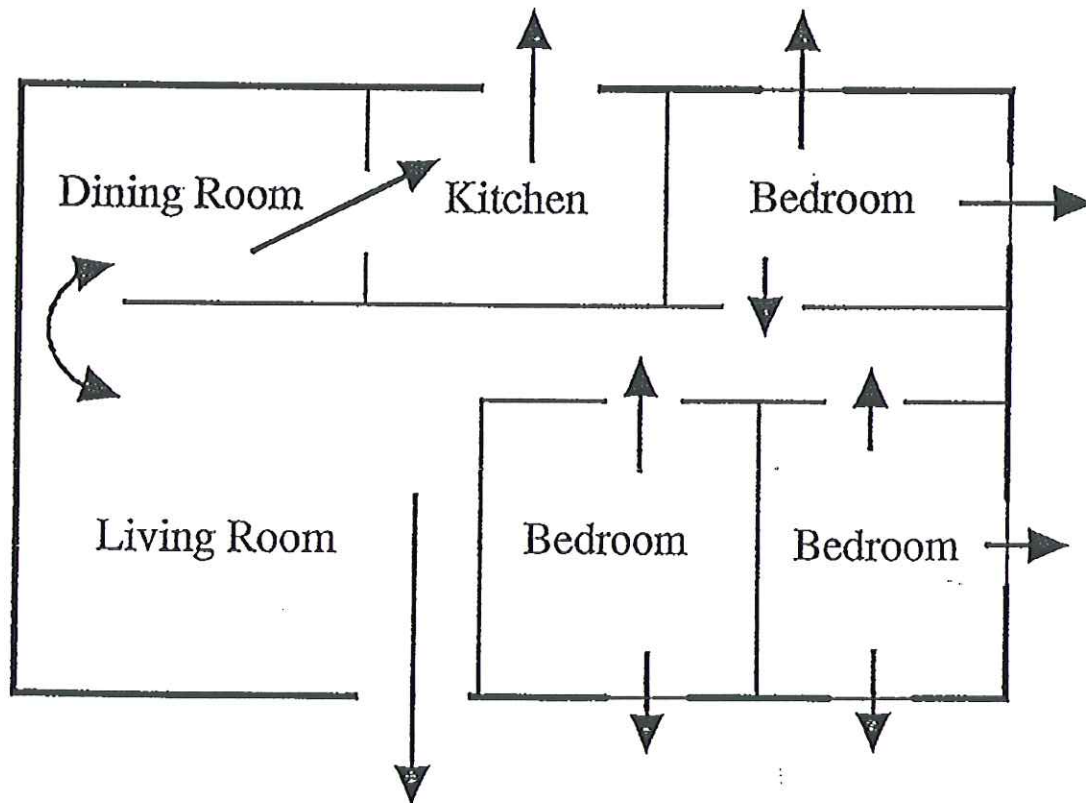
Fire drills are required to be performed monthly.

Tornado Drills are required monthly from April thru September.

## How to prepare a floor/evacuation plan:

- 1) Draw sketch to include exterior and interior walls.
- 2) Identify all of the exits:
  - a) At least two per room.
  - b) Include doors and windows.
- 3) Identify meeting places on the exterior of the building. The location of a meeting place should be in a consistent and readily identifiable location.
- 4) PRACTICE, PRACTICE, PRACTICE; and be creative! (*Example: During your fire drill, simulate that fire is blocking the front door, use a second way out.*)

**Remember:** When second floor windows are used as emergency exits, consider escape ladders or sheltering in place (close the bedroom door to reduce the spread of smoke and fire, open the window and signal for HELP).



Meeting Place