# Office of the Superintendent of Catholic Schools

**Diocese of Shreveport**

3500 Fairfield Avenue  Shreveport, LA 71104  318-868-4441  800-868-5057

# Fire Drill Report

# SY 20\_\_\_\_ - 20\_\_\_\_\_

Fire drills are to be conducted **once a month** from August to May (10 months). Update this form whenever you have a fire drill. A copy of this form should be sent to the Superintendent's Office after each drill.

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **DATE** | **TIME DRILL BEGAN** | **WAS DRILL ANNOUNCED** | **TIME IT TOOK TO EVACUATE** | **COMPLETE EVACUATION** | **ALARM SYSTEM WORK PROPERLY** | **COMMENTS** |
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