



**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:** \_\_\_\_\_

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