



**Office of the Superintendent of Catholic Schools  
Diocese of Shreveport**

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

**Lockdown/Intruder Drill or Actual Report**

**SY 20\_\_\_\_ - 20\_\_\_\_**

This form is to be used for lockdown/intruder drills (e.g., lockdown- all levels, intruder, or armed intruder) and actual instances of use of the protocol. Update this form whenever the school has a drill or situation (lockdown or intruder) and then submit a copy to the Superintendent's Office.

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

<b>DATE OF DRILL</b>	<b>TIME OF DRILL</b>	<b>DRILL OR ACTUAL</b>	<b>REASON/TYPE</b>	<b>TIME SHELTERED</b>	<b>COMMENTS</b>