Office of the Superintendent of Catholic Schools
Diocese of Shreveport
3500 Fairfield Avenue ● Shreveport, LA 71104 ● 318-868-4441 ● 800-868-4605

Fire Drill Report

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 TO EVACUATE	TIME DRILL BEGAN	WAS DRILL ANNOUNCED	WAS BUILDING TOTALLY EVACUATED	DID FIRE ALARM SYSTEM WORK PROPERLY	COMMENTS