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