

**JEFFERSON PARISH SCHOOLS EMERGENCY DRILL SCHEDULE AS PER BOARD POLICY**  
**Passed November 5, 2008 by Consent Agenda**

In an effort to provide our students, faculty and staff a safe learning and work environment, the following safety procedures are required, as per board policy passed on November 5, 2008.

Due dates change with the current school year. **(Dates reflect the 2022 – 2023 School Year)**

Please keep original form on file at your school for review by your Network Executive Director.

All fire drills performed are subject to review by the District Fire Marshall and must be provided to them upon request. If requested documentation is not provided, your school could be placed on fire watch and could possibly be charged a fine. Please email a copy of the completed for to

[kerri.cianciminio@jpschools.org](mailto:kerri.cianciminio@jpschools.org). If you have any questions or concerns, please contact the

Department of School Safety at 504-349-7641

1) **Evacuation Drill** - One (1) Evacuation drill per school year.

2) **Fire Drill** - Two (2) within the first (2) two weeks/ (10) ten days of school and monthly thereafter, until the end of the school year. **PLEASE CONSIDER COMPLETING MONTHLY FIRE DRILLS PRIOR TO THE LAST DAY OF THE MONTH.**

3) **Lockdown Drill** - One (1) lockdown drill per school year must take place within the first 30 school days. (Due by September 19, 2022. Can be submitted with Appendix C documentation.)

4) **Search Drill** - Grades K - 12 are required to submit a monthly search drill by the 15th of each month. Grades 6 - 12 are required to submit a second monthly search drill by the last day of each month, as well.

5) **Shelter in Place Drill** - One (1) Shelter in Place drill per school year. (Due by May 24, 2023)

6) **Single Point of Entry Check** - One (1) by the end of each nine weeks (Due by October 6, 2022, December 16, 2022 March 17, 2023 and May 24, 2023)

7) **Tornado Drill** - One (1) drill by the end of each semester. (Due by December 16, 2022 and May 24, 2023)