

JEFFERSON PARISH SCHOOLS
EMERGENCY DRILL SCHEDULE AS PER BOARD POLICY
Passed November 5, 2008 by Consent Agenda
**Due Dates will change with each current school year*

ALL STUDENTS MUST BE INSTRUCTED IN EMERGENCY PROCEDURES.

Parents must also be instructed in emergency procedures. Information can be sent home by letter, brochure or newsletter. Emergency procedures can also be discussed at Open House or PTO meetings.

In an effort to provide our students, faculty and staff a safe learning and work environment, the following safety procedures are required. **All drills must be submitted within (7) days of practice.**

Fire Drills - Two (2) within the first (2) two weeks of school and monthly thereafter until the end of the school year. ****First (2) fire drills for the 21-22 school year are due by August 20, 2021.** Monthly drills should be performed and submitted prior to the last day of the month. Please keep a copy of completed drill on file at school for review by Fire Prevention Officer and Network Executive Director. Form must be given upon request to Fire Prevention Officer upon request or school will be subject to being placed on "fire watch" and could possibly be charged a fine.

Lockdown Drill - One (1) lockdown drill per school year must take place within the first 30 school days **due by September 22, 2021.**

Tornado Drills - One (1) drill per semester **due by December 10, 2021 and May 10, 2022.**

Evacuation Drill - One (1) Evacuation drill per school year **due by May 25, 2022.**

Shelter in Place Drill - One (1) Shelter in Place drill per school year **due by May 25, 2022.**

Single Point of Entry Drill - One (1) each nine weeks **due by October 8, 2021, December 17, 2021, March 18, 2022 and May 25, 2022.**

Table Top Drill - One (1) table top drill per school year **due by September 22, 2021.** This can be any safety drill listed above to be practiced with your faculty and staff during Professional Development The form is located on the School Safety web page and does require a copy of the School's Appendix B, Appendix C - Planning Checklist and current site map to be uploaded when submitted to the Department of School Safety.

Fire evacuation maps should be reviewed and updated annually. Maps must be posted by all doors and exits throughout the school buildings. A copy of these maps must be submitted to School Safety with your School's Crisis Plan annually.

Metal Detector Searches - Performance and due dates as follows

* Elementary Schools (grades K-5) are required to submit (1) monthly drill **due by the 15th of each month.**

* Middle/High Schools (grades 6-12) are required to submit (2) monthly drills **due by the 15th and the 30th of each month.**

* K-8 and K-12 are required to submit (2) monthly drills **due by the 15th and the 30th of each month.**

Please keep original form on file at your school for review by your Executive Directors of School Support and email a copy to kerri.cianciminio@jpschools.org in the Department of School Safety.