

# Safety Drill Report 2021 – 2022

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.

- 1) **Evacuation Drill** - One (1) Evacuation drill per school year. (Due by May 25, 2022)
  
- 2) **Fire Drill** - Two (2) within the first (2) two weeks/ (10) ten days of school (Due August 9 - 20, 2021) 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 20, 2021)
  
- 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 25, 2022)
  
- 6) **Single Point of Entry Check** - One (1) by the end of each nine weeks (Due by October 8, 2021, December 17m 2021, March 8, 2022 and May 25, 2022)
  
- 7) **Tornado Drill** - One (1) drill by the end of each semester. (Due by December 17, 2021 and May 25, 2022)

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 given upon request or school is subject to 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.

School Submitting Drill:

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Principal Name (First, Last):

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Name of Person and Title submitting form (First, Last):

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Network:

Network 1       Network 2       Network 3

Network 4       Network 5

Drill Type Being Performed (**Mark only one drill type per form**):

Evacuation       Fire       Lockdown       Search

Shelter in Place       Single Point of Entry       Tornado

Actual Date Drill was performed (**Drills must be submitted within 7 days of being practiced.**):

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Was the drill being reported due to a planned practice drill or an actual incident that occurred?

Planned Practice

Actual Incident

If school was evacuated due to drill, how long did it take to evacuate the premises?

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Were first responders contacted?

Yes  No

If yes, who responded to your location? (Mark all that apply)

EMS  Fire  Police

Comments or Issues associated with drill.

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