

## Safety Drills and Frequency

The chart below displays the required expectations for school safety drills in Jefferson Parish Schools

Drill Type	Description	Frequency	Due By
<b>Fire</b>	The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible if a fire, smoke, carbon monoxide or other emergency occurs. People need to recognize the sound of the fire alarm.	Two (2) within the first 10 days of school and monthly thereafter until the end of the school year.	10 days from the start of school and the 30 <sup>th</sup> of each month thereafter.
<b>Lockdown</b>	The purpose of a school lockdown drill is to protect the children and adults in the building from a potential emergency such as the presence of a school shooter.	One (1) per school year	Must take place within the first 30 school days.
<b>Tornado</b>	A tornado drill is something people do to practice what they would do if there were a tornado. It is usually done in a building such as a school or office. It starts with a signal such as an alarm or a spoken message over an intercom.	One (1) per semester	Due by December 6 <sup>th</sup> and May 1 <sup>st</sup>
<b>Evacuation</b>	Evacuation drills are designed to prepare students, teachers, administrators, and other people in the school to leave the building quickly and in a pre-planned and organized fashion in the event of danger such as a bomb threat, when conditions outside the building are safer than the conditions inside the building.	One (1) per school year	Due by the last day of school *Best practice: Perform on a scheduled Early Release day.
<b>Shelter in Place</b>	Shelter-in-place is initiated when school officials believe there is some type of emergency that does not directly impact the interior of the school.	One (1) per school year	Due within the first 30 school days.
<b>Table Top Discussion with Crisis Team</b>	The tabletop exercise is a meeting to discuss a simulated emergency situation.	One (1) per school year to be submitted on School's Crisis Plan, Appendix C documentation.	Due with Appendix C during first 30 school days.
<b>Metal Detector Search</b>	Metal detectors have been installed in schools around the country as a means of decreasing the number of weapons being brought to school.	One (1) per month for grades K – 5 Two (2) per month for grades 6 – 12	Grades K – 5 due by the 18 <sup>th</sup> of each month Grades 6 – 12 due by the 6 <sup>th</sup> and 18 <sup>th</sup> of each month. <b>*K-8 schools will submit a total of (3) per month.</b>
<b>Single Point of Entry Inspection</b>	All doors are locked around the school with the exception of designated single point of entry. Visitors must check in at designated single point of entry before entering school.	One (1) per semester	Due by Oct 14 <sup>th</sup> , Dec 18 <sup>th</sup> , Mar 14 <sup>th</sup> and May 2 <sup>nd</sup>

**FIRE EVACUATION MAPS MUST BE POSTED BY ALL DOORS AND EXITS  
THROUGHOUT THE SCHOOL BUILDINGS.**