

Appendix C1 – Planning Checklist

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This mandatory compliance document serves as your official safety readiness report to the Superintendent. Completion of this form certifies that your campus is fully compliant with **Louisiana Revised Statute 17:416.16** and the first-responder data-sharing requirements of **Act 425**, verifying that all mandated law enforcement coordination, staff training, blueprint mapping reviews, and initial 30-day safety drills have been successfully scheduled or executed for the current academic year.

School: _____ Date of Report: _____

Within the first 30 days of each school year, the principal shall conduct a safety drill to rehearse the components of JP Schools Crisis Plan. Complete the below information and send to Schools Department of School Safety at schoolsafety@jpschools.org

I. Description of practice drill: (include date, time, place)

II. Immediate actions by Crisis Response Team:

III. Describe assistance provided by first responders, if any:

IV. Describe assistance provided by other community agencies/organizations:

V. Describe follow-up that has occurred/is on-going with training, practice exercises, etc.

A.. With students:

B. With faculty/staff:

C. With parent(s)/guardian(s) of student(s) involved:

D. With community:

VI. Recommendations to improve responses to such emergency in the future:

I certify that the Crisis Management and Response Plan for this campus is fully prepared and compliant with Louisiana Department of Education guidelines.

Principal Signature: _____ **Date:** _____