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Chief District Affairs Officer

School Safety Drill Requirements and Frequency

This document outlines the required school safety drill expectations for all Jefferson Parish Schools. Schools are expected to conduct each required drill in accordance with district requirements and maintain documentation of all completed drills throughout the school year.

Drill Type	Purpose	Frequency	Due By
Fire	Ensure all occupants can safely and quickly evacuate during fire, smoke, carbon monoxide, or other evacuation emergencies.	Two (2) within the first 10 days of school and monthly thereafter.	Within the first 10 days of school and by the 30th day of each month thereafter.
Lockdown	Prepare students and staff to respond to a potential internal or nearby threat.	One (1) per school year.	Within the first 30 instructional days.
Tornado	Practice movement to designated shelter areas during severe weather.	One (1) per semester.	December 7 and May 3.
Evacuation	Practice orderly evacuation to a designated safe location.	One (1) per school year.	Last instructional day of the school year.
Shelter in Place	Prepare occupants to remain indoors during external hazards.	One (1) per school year.	Last instructional day of the school year.
Tabletop Exercise	SERT discussion-based exercise to review emergency roles and decision-making.	One (1) per school year.	Last instructional day of the school year.
Metal Detector Searches Walk Through Machine and/or Handheld Wand	Screen for prohibited weapons and dangerous items.	K-5: One (1) per month Grades 6-12: Two (2) per month	K-5: 18th of each month Grades 6-12: 6th & 18th of each month
Single Point of Entry	Verify controlled access and visitor management procedures.	One (1) per semester.	October 13, December 17, March 15, and May 3.

Important Reminders

- Fire evacuation maps must be posted near all doors and designated exits throughout every school building.
- Maintain documentation for every completed drill.
- Complete all drills and submissions by the required deadlines.
- Review drill procedures with staff and students throughout the school year.