

SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLAN

Each school shall develop a written school crisis, emergency management, and medical emergency response plan as defined below. The School Board will annually review each school's plan. The School Board has the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, VA Code [§ 2.2-3705.2](#). In developing these plans, schools may consult the [model school crisis, emergency management, and medical emergency response plan](#) developed by the Virginia Board of Education and the Virginia Center for School Safety.

The School Board designates the Assistant Director for Health, Safety, and Risk Management as Emergency Manager.

Each school shall annually conduct school facility safety audits as defined below, using the [item-list developed by the Virginia Center for School Safety](#), in consultation with the Virginia Department of Education. The results of such school facility safety audits shall be made public within 90 days of completion and the Superintendent shall maintain a list of Division schools which have completed the audit.

The School Board may withhold or limit the release of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, [Va. Code 2.2-3705.2](#). The completed walk-through checklist will be made available upon request to the chief law enforcement officer of Alexandria or his/her designee. Each school shall maintain a copy of the school's facility safety audit report, which may exclude such security plans, walk-through checklists, and vulnerability assessment, within the office of the school principal and shall make a copy of such report available for review upon written request.

“School crisis, emergency management, and medical emergency response plan” means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornados, or severe weather, loss or disruption of power, water, communications or shelter, bus or other accidents, medical emergencies; including cardiac arrest and other life threatening medical emergencies; student or staff member deaths, explosions, bomb threats, gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in [§ Va. Code § 19.2-11.01](#), as well as current contact information for both.

“School safety audit” means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses shall include recommendations for structural adjustments, changes in school safety procedures, and revision of

the School Board's standards for student conduct.

Each school shall maintain records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections shall be determined by the School Board in consultation with the local health and fire departments. In addition, the school administration shall:

1. Equip all exit doors with panic hardware as required by the Uniform Statewide Building Code;
2. Conduct fire drills at least once a week during the first month of school and at least once each month for the remainder of the school term. No fire drills will be conducted during periods of mandatory testing required by the Virginia Board of Education. At least one simulated lockdown and crisis management emergency evacuation activity should be conducted early in the school year.

Each school shall have contingency plans for emergencies that include staff members certified in cardiopulmonary resuscitation (CPR), the Heimlich Maneuver (abdominal thrusts), and emergency first aid.

In addition, the school administration shall ensure that the school has:

1. Written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior. The plan shall be outlined in the student handbook and discussed with staff and students during the first week of each school year.
2. Space for the proper care of students who become ill; and
3. A written procedure for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity.
4. Written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs that may need assistance to exit a facility.
5. For the purposes of safety, security and consistency, all communications, including all media interviews or approval for media interviews during an emergency or crisis, should be coordinated through the Office of Communications. In addition to various electronic communications, formal emergency or crisis communications concerning a school will be written on school letterhead and signed by the principal. Formal emergency or crisis communications concerning multiple schools or the Division as a whole will be written on Division letterhead and signed by the Superintendent. Information that has been put out by the Office of Communications can be freely disseminated.

Adopted: October 24, 1996
Amended: July 10, 1997
Amended: October 7, 2004
Amended: July 2, 2007
Amended: October 8, 2009
Amended: April 7, 2016

Legal Refs.: Code of Virginia, 1950, as amended, [§§ 2.2-3705.2, 22.1-279.8](#).
[8 VAC 20-131-260](#)

Cross Refs:	CLA	Reporting Acts of Violence and Substance Abuse
	EBAA	Reporting of Hazards
	EBBA	First Aid/CPR Personnel
	EBCB	Fire Drills
	GBEB	Staff Weapons in School
	IICB/IICC	Community Resource Persons/School Volunteers
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JFCD	Weapons in School
	JFCE	Gang Activity and Association
	JHH	Suicide Prevention
	KK	School Visitors

Virginia Department of Education, Division of Special Education and Student Services, "Resource Guide: Crisis Management and Emergency Response in Virginia Schools," 2008

[Virginia Department of Criminal Justice Services, Virginia School Safety Survey, 2015](#)