

**SCHOOL CRISIS, EMERGENCY MANAGEMENT,  
AND MEDICAL EMERGENCY RESPONSE PLAN**

**I. GENERALLY**

Each school develops a written school crisis, emergency management, and medical emergency response plan as defined below. Alexandria City Public Schools (ACPS) includes the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the City of Alexandria, or their designees, in the development of such plans. ACPS, the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the City of Alexandria, or their designees, annually review each school’s plan. The Virginia Department of Education and the Virginia Center for School and Campus Safety (VCSCS) will provide technical assistance to the school division in the development of the plans. 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 VCSCS..

The School Board designates the Director of Safety and Security Services as Emergency Manager.

Each school annually conducts school safety audits as defined below in collaboration with the chief law-enforcement officer of the locality or with that officer’s designee., using the item-list developed by the Virginia Center for School Safety, in consultation with the Virginia Department of Education. Limited components of such school safety audits are made public by the Virginia Department of Criminal Justice Services (DCJS) within 90 days of completion, and are available at <https://www.dcjs.virginia.gov>. The School Board may withhold or limit the release of any security plans, walk-through checklists 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 that officer’s designee. Each school maintains a copy of the school’s safety audit, which may exclude such security plans, walk-through checklists, and vulnerability assessment components, within the office of the school principal and makes a copy of such report available for review upon written request.

Each school submits a copy of its school safety audit to the Superintendent or designee. The Superintendent or designee collates and submits all such school safety audits, in the prescribed format and manner of submission, to the VCSCS and makes available to the chief law-enforcement officer of the City of Alexandria, amendment of Va. Code § 22.1-279.8 by HB 1704/SB 821.

upon request, the results of such audits for the officer’s review and recommendation. The Superintendent included the designation of the division safety official, which includes a current mailing address, a current working daytime phone number, a current functional email address,

45 and a current functional fax number, with the school safety audits when they are submitted to  
46 the VCSCS.

47  
48 The Superintendent establishes a school safety audit committee to include, if available,  
49 representatives of families, teachers, staff, local law-enforcement, emergency services  
50 agencies, local community services boards and judicial and public safety personnel. The school  
51 safety audit committee reviews the completed school safety audits and submits any plans, as  
52 needed, for improving school safety to the Superintendent for submission to the School Board.  
53

54 **II. DEFINITIONS**

55  
56 “School crisis, emergency management, and medical emergency response plan” means the  
57 essential procedures, operations, and assignments required to prevent, manage, and respond to  
58 a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or  
59 other severe weather; loss or disruption of power, water, communications or shelter; bus or  
60 other accidents; medical emergencies, including cardiac arrest and other life threatening  
61 medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or  
62 other weapons threats; spills or exposures to hazardous substances; the presence of  
63 unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage  
64 situations; violence on school property or at school activities; incidents involving acts of  
65 terrorism; and other incidents posing a serious threat of harm to students, personnel, or  
66 facilities. The plan includes a provision that the Department of Criminal Justice Services and  
67 the Virginia Criminal Injuries Compensation Fund will be contacted immediately to deploy  
68 assistance in the event of an emergency as defined in the emergency response plan when there  
69 are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for  
70 both.  
71

72 “School safety audit” means a written assessment of the safety conditions in each public school  
73 to (1) identify and, if necessary, develop solutions for physical safety concerns, including  
74 building security issues and (2) identify and evaluate any patterns of student safety concerns  
75 occurring on school property or at school-sponsored events. Solutions and responses include  
76 recommendations for structural adjustments, changes in school safety procedures, and  
77 revisions to the ACPS for Student Code of Conduct. The audit is consistent with a list of items  
78 identified by the VCSCS to be reviewed and evaluated. As part of each audit, ACPS creates a  
79 detailed and accurate floor plan for each school building or certifies that the existing floor plan  
80 is sufficiently detailed and accurate.  
81

82 **III. SCHOOL PROCEDURES**

83  
84 Each school maintains records of regular safety, health and fire inspections that have been  
85 conducted and certified by local health and fire departments. The frequency of such inspections  
86 is determined by ACPS in consultation with the local health and fire departments. In addition,  
87 the school administration:  
88

- 89 1. Ensures all exit doors are equipped with panic hardware as required by the Uniform  
90 Statewide Building Code; and

- 91  
92 2. Conducts all emergency preparedness drills described in Policy EBCA as required by the  
93 Virginia Board of Education and the Code of Virginia.  
94

95 Each school has contingency plans for emergencies that include staff certified in  
96 cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid. In  
97 accordance with Policy EBBA, school buildings with an instructional and administrative staff  
98 of ten or more have at least three employees with current certification or training in emergency  
99 first aid, CPR, and the use of an automated external defibrillator (AED). If one or more students  
100 diagnosed as having diabetes attend such a school, there are at least two employees who have  
101 been trained in the administration of insulin and glucagon.  
102

103 In addition, the school administration ensures that the school has:  
104

- 105 1. Written procedures to follow in emergencies such as fire, injury, illness, allergic reactions  
106 and violent or threatening behavior. The procedures include Policy JHCD and Regulation  
107 JHCD-R regarding administering medication to students. The plan is outlined in the  
108 student handbook and discussed with staff and students during the first week of each school  
109 year;  
110  
111 2. Space for the proper care of students who become ill;  
112  
113 3. A written procedure, in accordance with guidelines established by the Office of Safety &  
114 Security Services and any current Memorandum of Understanding between the School  
115 Board and the Alexandria Police Department, for responding to violent, illegal or  
116 disruptive activities by students or others persons on school property or during a school  
117 sponsored activity. “Disruptive behavior,” as defined in Va. Code § 22.1-276.01, is a  
118 violation of School Board policies or regulations governing student conduct, including but  
119 not limited to Policy JFC - Student Conduct, that interrupts or obstructs the learning  
120 environment. The written procedure will indicate that law enforcement/School Resource  
121 Officers only participate in addressing disruptive behavior/disruptive activities in  
122 emergency situations when the behavior/activity poses a threat to life or safety;  
123  
124 4. Written procedures to follow for the lockdown and/or safe evacuation of persons, with  
125 special physical, medical, or language needs, including those whose first language is other  
126 than English, that may need assistance to exit a facility; and  
127  
128 5. All communications, including all media interviews or approval for media interviews  
129 during an emergency or crisis, must be conducted in accordance with Policy KBC: Media  
130 and Public Relations.  
131

132 In accordance with the Code of Virginia § 2.2-3705.2 item 4, “Information concerning security  
133 plans and specific assessment components of school safety audits, as provided in § 22.1-279.8.” is  
134 considered protected information and is not subject to disclosure through the Virginia Freedom of  
135 Information Act.  
136

137 Adopted: October 24, 1996  
 138 Amended: July 10, 1997  
 139 Amended: October 7, 2004  
 140 Amended: July 2, 2007  
 141 Amended: October 8, 2009  
 142 Amended: April 7, 2016  
 143 Amended: September 28, 2017  
 144 Amended: December 16, 2021

145  
 146 Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-279.8, 19.2-11.01.

147  
 148 Acts 2006, c. 164.

149  
 150 8 VAC 20-131-260.

151  
 152 Virginia Department of Education, Division of Special Education and Student  
 153 Services, Resource Guide: Crisis Management and Emergency Response in  
 154 Virginia Schools, 2008.

155  
 156 Virginia Department of Criminal Justice Services, Virginia School Safety Survey,  
 157 2015.

158  
 159 Virginia Board of Education and the Virginia Center for School Safety, School  
 160 Crisis, Emergency Management, and Medical Emergency Response Plan, 2016.

161  
 162  
 163 Cross Refs: CBA Qualifications and Duties for the Superintendent  
 164 CLA Reporting Acts of Violence and Substance Abuse  
 165 EBAA/GBDA Reporting of Hazards  
 166 EBBA First Aid/CPR Certified Personnel  
 167 EBCA Emergency Preparedness Response Drills  
 168 EEAB School Bus Scheduling and Routing  
 169 GBEB Staff Weapons in School  
 170 IICB/IICC Community Resource Persons/School Volunteers  
 171 JFC Student Conduct  
 172 JFC-R2 ACPS Honor Code  
 173 JFCD Weapons in School  
 174 JFCE Gang Activity or Association  
 175 JHCD Administering Medications to Students  
 176 JHCD-R Regulations for the Administration of Medications to  
 177 Students  
 178 JHH Suicide Prevention  
 179 JM Management of Student Behaviors in Emergency Situations  
 180 JO Student Records  
 181 KBC Media and Public Relations  
 182 KK School Visitors

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18 Emergency Response Plan developed by the –Virginia Board of Education and the  
19 VCSCS, Virginia Center for School and Campus Safety. The Department of Education and the  
20 Virginia Center for School and Campus Safety also provide technical assistance to the school  
21 division in the development of its plans.

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23 The School Board designates the Director of Safety and Security Services as Emergency  
24 Manager.

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26 Each school annually conducts school safety audits as defined below in collaboration with the  
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38 copy of such report available for review upon written request.

Commented [1]: Per a change in Va. Code § 22.1-279.8 by  
HB 1129/SB 600

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40 Each school submits a copy of its school safety audit to the Superintendent or designee. The  
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Commented [3]: Per a change in Va. Code § 22.1-279.8 by HB 741

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131 5. All communications, including all media interviews or approval for media interviews  
132 during an emergency or crisis, must be conducted in accordance with Policy KBC: Media  
133 and Public Relations, for the purposes of safety, security and consistency, all  
134 communications, including all media interviews or approval for media interviews during  
135 an emergency or crisis, should be coordinated through the Office of Communications. In  
136 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.~~

**Commented [4]:** Updated to reflect the best practice of providing breadcrumbs to other policies rather than duplicating content.

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8 VAC 20-131-260.

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Cross Refs:	<u>CBA</u>	<u>Qualifications and Duties for the Superintendent</u>
	CLA	Reporting Acts of Violence and Substance Abuse
	EBAA/GBDA	Reporting of Hazards
	EBBA	First Aid/CPR Certified Personnel
	EBCA	Emergency Preparedness Response Drills
	EEAB	School Bus Scheduling and Routing
	GBEB	Staff Weapons in School
	IICB/IICC	Community Resource Persons/School Volunteers
	JFC	Student Conduct

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183	JFC-R2	ACPS Honor Code
184	JFCD	Weapons in School
185	JFCE	Gang Activity or Association
186	JHCD	Administering Medications to Students
187	JHCD-R	Regulations for the Administration of Medications to Students
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