

**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 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 Virginia Center for School and Campus Safety.

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 Virginia Center for School and Campus Safety and makes available to the chief law-enforcement officer of the City of Alexandria, upon request, the results of such audits for the officer’s review and recommendation.

The Superintendent establishes a school safety audit committee to include, if available, representatives of families, teachers, staff, local law-enforcement, emergency services agencies, local community services boards and judicial and public safety personnel. The school

47 safety audit committee reviews the completed school safety audits and submits any plans, as
48 needed, for improving school safety to the Superintendent for submission to the School Board.
49

50 **II. DEFINITIONS**

51
52 “School crisis, emergency management, and medical emergency response plan” means the
53 essential procedures, operations, and assignments required to prevent, manage, and respond to
54 a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or
55 other severe weather; loss or disruption of power, water, communications or shelter; bus or
56 other accidents; medical emergencies, including cardiac arrest and other life threatening
57 medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or
58 other weapons threats; spills or exposures to hazardous substances; the presence of
59 unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage
60 situations; violence on school property or at school activities; incidents involving acts of
61 terrorism; and other incidents posing a serious threat of harm to students, personnel, or
62 facilities. The plan includes a provision that the Department of Criminal Justice Services and
63 the Virginia Criminal Injuries Compensation Fund will be contacted immediately to deploy
64 assistance in the event of an emergency as defined in the emergency response plan when there
65 are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for
66 both.
67

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

78 **III. SCHOOL PROCEDURES**

79
80 Each school maintains records of regular safety, health and fire inspections that have been
81 conducted and certified by local health and fire departments. The frequency of such inspections
82 is determined by ACPS in consultation with the local health and fire departments. In addition,
83 the school administration:
84

- 85 1. Ensures all exit doors are equipped with panic hardware as required by the Uniform
86 Statewide Building Code; and
87
- 88 2. Conducts all emergency preparedness drills described in Policy EBCA as required by the
89 Virginia Board of Education and the Code of Virginia.
90

91 Each school has contingency plans for emergencies that include staff certified in
92 cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid. In

93 accordance with Policy EBBA, school buildings with an instructional and administrative staff
94 of ten or more have at least three employees with current certification or training in emergency
95 first aid, CPR, and the use of an automated external defibrillator (AED). If one or more students
96 diagnosed as having diabetes attend such a school, there are at least two employees who have
97 been trained in the administration of insulin and glucagon.
98

99 In addition, the school administration ensures that the school has:

- 100
- 101 1. Written procedures to follow in emergencies such as fire, injury, illness, allergic reactions
- 102 and violent or threatening behavior. The procedures include Policy JHCD and Regulation
- 103 JHCD-R regarding administering medication to students. The plan is outlined in the
- 104 student handbook and discussed with staff and students during the first week of each school
- 105 year;
- 106
- 107 2. Space for the proper care of students who become ill;
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- 109 3. A written procedure, in accordance with guidelines established by the Office of Safety &
- 110 Security Services and any current Memorandum of Understanding between the School
- 111 Board and the Alexandria Police Department, for responding to violent, illegal or
- 112 disruptive activities by students or others persons on school property or during a school
- 113 sponsored activity. "Disruptive behavior," as defined in Va. Code § 22.1-276.01, is a
- 114 violation of School Board policies or regulations governing student conduct, including but
- 115 not limited to Policy JFC - Student Conduct, that interrupts or obstructs the learning
- 116 environment. The written procedure will indicate that law enforcement/School Resource
- 117 Officers only participate in addressing disruptive behavior/disruptive activities in
- 118 emergency situations when the behavior/activity poses a threat to life or safety;
- 119
- 120 4. Written procedures to follow for the lockdown and/or safe evacuation of persons, with
- 121 special physical, medical, or language needs, including those whose first language is other
- 122 than English, that may need assistance to exit a facility; and
- 123
- 124 5. All communications, including all media interviews or approval for media interviews
- 125 during an emergency or crisis, must be conducted in accordance with Policy KBC: Media
- 126 and Public Relations.
- 127

128 Adopted: October 24, 1996

129 Amended: July 10, 1997

130 Amended: October 7, 2004

131 Amended: July 2, 2007

132 Amended: October 8, 2009

133 Amended: April 7, 2016

134 Amended: September 28, 2017

135 Amended: December 16, 2021

136

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

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139 Acts 2006, c. 164.
140
141 8 VAC 20-131-260.
142
143 Virginia Department of Education, Division of Special Education and Student
144 Services, Resource Guide: Crisis Management and Emergency Response in
145 Virginia Schools, 2008.
146
147 Virginia Department of Criminal Justice Services, Virginia School Safety Survey,
148 2015.
149
150 Virginia Board of Education and the Virginia Center for School Safety, School
151 Crisis, Emergency Management, and Medical Emergency Response Plan, 2016.
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154 Cross Refs: CLA Reporting Acts of Violence and Substance Abuse
155 EBAA/GBDA Reporting of Hazards
156 EBBA First Aid/CPR Certified Personnel
157 EBCA Emergency Preparedness Response Drills
158 EEAB School Bus Scheduling and Routing
159 GBEB Staff Weapons in School
160 IICB/ICC Community Resource Persons/School Volunteers
161 JFC Student Conduct
162 JFC-R2 ACPS Honor Code
163 JFCD Weapons in School
164 JFCE Gang Activity or Association
165 JHCD Administering Medications to Students
166 JHCD-R Regulations for the Administration of Medications to
167 Students
168 JHH Suicide Prevention
169 JM Management of Student Behaviors in Emergency Situations
170 JO Student Records
171 KBC Media and Public Relations
172 KK School Visitors
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45 The Superintendent establishes a school safety audit committee to include, if available,
46 representatives of familiesparents, teachers, staff, local law-enforcement, emergency services

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

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Commented [2]: Per a change in Va. Code § 22.1-279.8 by HB 741

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3. A written procedure, in accordance with guidelines established by the Office of Safety & Security Services and any current Memorandum of Understanding between the School Board and the Alexandria Police Department, for responding to violent, illegal or disruptive activities by students or others persons on school property or during a school sponsored activity. "Disruptive behavior," as defined in Va. Code § 22.1-276.01, is a violation of School Board policies or regulations governing student conduct, including but not limited to Policy JFC - Student Conduct, that interrupts or obstructs the learning environment. The written procedure will indicate that law enforcement/School Resource Officers only participate in addressing disruptive behavior/disruptive activities in emergency situations when the behavior/activity poses a threat to life or safety;
4. Written procedures to follow for the lockdown and/or safe evacuation of persons, with special physical, medical, or language needs, including those whose first language is other than English, that may need assistance to exit a facility; and
5. All communications, including all media interviews or approval for media interviews during an emergency or crisis, must be conducted in accordance with Policy KBC: Media and Public Relations, 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

Commented [3]: Updated to reflect the best practice of providing breadcrumbs to other policies rather than duplicating content.

- 138 Amended: July 10, 1997
- 139 Amended: October 7, 2004
- 140 Amended: July 2, 2007
- 141 Amended: October 8, 2009
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- 153 Services, Resource Guide: Crisis Management and Emergency Response in
- 154 Virginia Schools, 2008.
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