

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

Each school develops a written school crisis emergency management and medical emergency response plan as defined below. The School Board 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 locality, or their designees, in the development of such plans. The School Board and the chief law enforcement officer, the fire chief, the chief of emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, annually review each school's plan. The 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 this plan, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Board of Education and the Virginia Center for School and Campus Safety.

The School Board designates the Chief Operating Officer as emergency manager.

Each school annually conducts school safety audits as defined below. The results of such school safety audits are made public within 90 days of completion. 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 the locality or his/her 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. The superintendent 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 shall make available upon request to the chief law officer of the locality the results of such audit.

The superintendent establishes a school safety audit committee to include, if available, representatives of parents, teachers, local law enforcement, emergency services agencies, local community services boards, and judicial and public safety personnel. The school safety audit committee reviews the completed school safety audits and submits any plans, as needed, for improving school safety to the superintendent for submission to the School Board.

“School crisis, emergency management, and medical emergency response plan” means the essential procedures, operations, and assignment required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest, other life threatening medical

emergencies, and 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 includes 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 revisions to the School Board’s standards for student conduct.

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

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

1. written procedures to follow in emergencies such as fire, injury, illness, allergic reactions and violent or threatening behavior. The procedures include Policy JHCD, *Administering Medicine to Students*. The plan is 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;
3. a written procedure, in accordance with guidelines established by the School Board, for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and
4. written procedures to follow for the safe evacuation of persons with special physical, medical or language needs who may need assistance to exit a facility.

Adopted: April 14, 2005

Amended: August 10, 2006; September 6, 2007; October 22, 2009; July 12, 2012;  
August 22, 2013; September 11, 2014; June 14, 2018; April 16, 2020

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Leg Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-279.8  
8 VAC 20-131-260.  
ACTS 2006, c.164

Cross Refs.: CLA, Reporting Acts of Violence and Substance Abuse  
EBAA, Reporting of Hazards  
EBBA, Emergency First Aid, CPR, and AED Certified Personnel  
EBCB, Safety Drills  
EEAB, School Bus Scheduling and Routing

GBEB, Report of Certain Acts to School Authorities  
JFC, Student Conduct  
JFCD, Weapons in School  
JFCE, Gang Activity or Association  
JHCD, Administering Medicines to Students  
JHH, Suicide Prevention  
JO, Student Records  
KK, School Visitors

SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY  
RESPONSE PLAN

In order to comply with Virginia Code 22.1-279.8 to have the School Board review each school's plan, the Division has implemented the following procedures:

1. The School Board has designated the Virginia Department of Education Crisis Management Resource Guide as the template for all schools.
2. The template will be updated by the principal each year prior to August 31 to ensure that names, classroom assignments, and evacuation procedures are current.
3. Prior to August 31 of each year the plan is reviewed by faculty and staff, submitted to the superintendent's designee and the School Resource Officer.
4. The principal signs the Crisis Management Certification Form (EB-E) and the School Board receives documentation of the Certifications for all schools.

Crisis Management Certification

School:

Principal:

Associate/Assistant Principal(s):

Crisis Team Members:

Name

Position

I certify that I have reviewed my school's crisis plan and further certify that:

The plan is based on the state Crisis Manual template;

The plan is reviewed and updated as necessary on an annual basis;

The plan contains emergency management plans;

The plan contains medical emergency plans;

The plan is reviewed with faculty and staff annually;

The plan is available to parents for review; and

The plan contains updated faculty contact information.

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Principal's Signature

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Date