

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

Each school will ~~develop~~ **develops** a written school crisis emergency management and medical emergency response plan as defined below. The School Board ~~will annually review~~ **reviews** each school's plan and ~~will provide~~ **provides** copies of such plans to the chief law enforcement officer, the fire chief, the chief emergency medical services official, and the emergency management official of the locality. 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 ~~will annually conduct~~ **conducts** school safety audits as defined below. The results of such school safety audits ~~will be~~ 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 ~~will maintain~~ **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 ~~will make~~ **makes** a copy of such report available for review upon written request.

Each school ~~shall submit~~ **submits** a copy of its school safety audit to the superintendent. The superintendent shall ~~collate and submit~~ **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 ~~enforcement~~ officer of the locality the results of such audit.

The superintendent ~~will establish~~ **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 ~~will review~~ **reviews** the completed school safety audits and ~~submit~~ **submits** any plans, as needed, for improving school safety to the superintendent for 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 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~~ **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 revision to the School Board’s standards for student conduct.

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

- ~~1. Equip all exit doors with panic hardware as required by the Uniform Statewide Building Code (13VAC5-61-10 et seq.);~~
- ~~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 Board of Education. Evacuation routes for students shall be posted in each room. At least two simulated lockdowns and one crisis emergency evacuation activity should be conducted early in the school year.~~

Each school ~~will have~~ **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 ~~will ensure~~ **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 ~~will be~~ **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; and
3. A written ~~procedure~~ **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.

Adopted: April 14, 2005  
 Amended: August 10, 2006; September 6, 2007; October 22, 2009; July 12, 2012; August 22, 2013; September 11, 2014

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Leg Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-279.8 & VAC 20-131-260.

ACTS 2006, c.164

8 VAC 20-131-260.

Cross Refs.:     *CLA, Reporting Acts of Violence and Substance Abuse*  
                  *EBAA, Reporting of Hazards*  
                  *EBBA, ~~First Aid Certified Personnel~~ Emergency First Aid, CPR and AED Certified Personnel*  
                  *EBCB, Fire Drills*

*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*  
                  *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 insure 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

\_\_\_\_\_  
Date