

## **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. 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 Department of Education and the Virginia Center for School and Campus Safety also provide technical assistance to the school division in the development of its plans.

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

Each school annually conducts school 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. 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 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.

## **II. DEFINITIONS**

“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, 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 includes a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund will 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 include recommendations for structural adjustments, changes in school safety procedures, and revisions to the ACPS for Student Code of Conduct.

## **III. SCHOOL PROCEDURES**

Each school maintains 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 is determined by ACPS in consultation with the local health and fire departments. In addition, the school administration:

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

Each school has contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid. In accordance with Policy EBBA, school buildings with an instructional and administrative staff of ten or more have at least three employees with current certification or training in

emergency first aid, CPR, and the use of an automated external defibrillator (AED). If one or more students diagnosed as having diabetes attend such a school, there are at least two employees who have been trained in the administration of insulin and glucagon.

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 and Regulation JHCD-R regarding administering medication 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 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 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. 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.

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

Acts 2006, c. 164.

8 VAC 20-131-260.

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.

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

Cross Refs:	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
	JFC-R2	ACPS Honor Code
	JFCD	Weapons in School
	JFCE	Gang Activity or Association
	JHCD	Administering Medications to Students
	JHCD-R	Regulations for the Administration of Medications to Students
	JHH	Suicide Prevention
	JM	Management of Student Behaviors in Emergency Situations
	JO	Student Records
	KBC	Media and Public Relations
	KK	School Visitors