

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

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4 **I. GENERALLY**

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6 Each school develops a written school crisis, emergency management, and medical  
7 emergency response plan as defined below. Alexandria City Public Schools (ACPS) includes  
8 the chief law-enforcement officer, the fire chief, the chief of the emergency medical services  
9 agency, the executive director of the regional emergency medical services council, and the  
10 emergency management official of the City of Alexandria, or their designees, in the  
11 development of such plans. ACPS, the chief law-enforcement officer, the fire chief, the chief  
12 of the emergency medical services agency, the executive director of the regional emergency  
13 medical services council, and the emergency management official of the City of Alexandria,  
14 or their designees, annually review each school's plan. The Virginia Department of Education  
15 and the Virginia Center for School and Campus Safety (VCSCS) will provide technical  
16 assistance to the school division in the development of the plans. In developing these plans,  
17 schools may consult the model School Crisis, Emergency Management, and Medical  
18 Emergency Response Plan developed by the Virginia Board of Education and the VCSCS.

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

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23 Each school annually conducts school safety audits as defined below in collaboration with the  
24 chief law-enforcement officer of the locality or with that officer's designee., using the item-  
25 list developed by the Virginia Center for School Safety, in consultation with the Virginia  
26 Department of Education. Limited components of such school safety audits are made public  
27 by the Virginia Department of Criminal Justice Services (DCJS) within 90 days of completion,  
28 and are available at <https://www.dcjs.virginia.gov>. The School Board may withhold or limit  
29 the release of any security plans, walk-through checklists and specific vulnerability assessment  
30 components as provided in the Virginia Freedom of Information Act, Va. Code 2.2-3705.2.  
31 The completed walk-through checklist will be made available upon request to the chief law  
32 enforcement officer of Alexandria or that officer's designee. Each school maintains a copy of  
33 the school's safety audit, which may exclude such security plans, walk-through checklists, and  
34 vulnerability assessment components, within the office of the school principal and makes a  
35 copy of such report available for review upon written request.

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37 Each school submits a copy of its school safety audit to the Superintendent or designee. The  
38 Superintendent or designee collates and submits all such school safety audits, in the prescribed  
39 format and manner of submission, to the VCSCS and makes available to the chief law-  
40 enforcement officer of the City of Alexandria upon request the results of such audits for the  
41 officer's review and recommendation. The Superintendent includes the designation of the  
42 division safety official, which includes a current mailing address, a current working daytime  
43 phone number, a current functional email address, and a current functional fax number, with  
44 the school safety audits when they are submitted to the VCSCS.

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

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 54 “School crisis, emergency management, and medical emergency response plan” means the  
 55 essential procedures, operations, and assignments required to prevent, manage, and respond to  
 56 a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or  
 57 other severe weather; loss or disruption of power, water, communications or shelter; bus or  
 58 other accidents; medical emergencies, including cardiac arrest and other life threatening  
 59 medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or  
 60 other weapons threats; spills or exposures to hazardous substances; the presence of  
 61 unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage  
 62 situations; violence on school property or at school activities; incidents involving acts of  
 63 terrorism; and other incidents posing a serious threat of harm to students, personnel, or  
 64 facilities. The plan includes a provision that the Department of Criminal Justice Services and  
 65 the Virginia Criminal Injuries Compensation Fund will be contacted immediately to deploy  
 66 assistance in the event of an emergency as defined in the emergency response plan when there  
 67 are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for  
 68 both.  
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70 “School safety audit” means a written assessment of the safety conditions in each public school  
 71 to (1) identify and, if necessary, develop solutions for physical safety concerns, including  
 72 building security issues and (2) identify and evaluate any patterns of student safety concerns  
 73 occurring on school property or at school-sponsored events. Solutions and responses include  
 74 recommendations for structural adjustments, changes in school safety procedures, and  
 75 revisions to the ACPS for Student Code of Conduct. The audit is consistent with a list of items  
 76 identified by the VCSCS to be reviewed and evaluated. As part of each audit, ACPS creates a  
 77 detailed and accurate floor plan for each school building or certifies that the existing floor plan  
 78 is sufficiently detailed and accurate.  
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## 80 III. SCHOOL PROCEDURES

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

- 87 1. Ensures all exit doors are equipped with panic hardware as required by the Uniform  
 88 Statewide Building Code; and
- 89  
 90 2. Conducts all emergency preparedness drills described in Policy EBCA as required by the  
 91 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, 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.

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

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 145 Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-279.8, 19.2-11.01.  
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 147 Acts 2006, c. 164.  
 148  
 149 8 VAC 20-131-260.  
 150  
 151 Virginia Department of Education, Division of Special Education and Student  
 152 Services, Resource Guide: Crisis Management and Emergency Response in  
 153 Virginia Schools, 2008.  
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 155 Virginia Department of Criminal Justice Services, Virginia School Safety Survey,  
 156 2015.  
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 158 Virginia Board of Education and the Virginia Center for School Safety, School  
 159 Crisis, Emergency Management, and Medical Emergency Response Plan, 2016.  
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 161  
 162 Cross Refs: CBA Qualifications and Duties for the Superintendent  
 163 CLA Reporting Acts of Violence and Substance Abuse  
 164 EBAA/GBDA Reporting of Hazards  
 165 EBBA First Aid/CPR Certified Personnel  
 166 EBCB Emergency Preparedness Response Drills  
 167 EEAB School Bus Scheduling and Routing  
 168 GBEB Staff Weapons in School  
 169 IICB/IICC Community Resource Persons/School Volunteers  
 170 JFC Student Conduct  
 171 JFC-R2 ACPS Honor Code  
 172 JFCD Weapons in School  
 173 JFCE Gang Activity or Association  
 174 JHCD Administering Medications to Students  
 175 JHCD-R Regulations for the Administration of Medications to  
 176 Students  
 177 JHH Suicide Prevention  
 178 JM Management of Student Behaviors in Emergency Situations  
 179 JO Student Records  
 180 KBC Media and Public Relations  
 181 KK School Visitors