



AMHERST COUNTY PUBLIC SCHOOLS

School Crisis, Emergency Management and Medical Emergency Response Plan

July 2021

Confidentiality - The Amherst County Public Schools School Crisis, Emergency Management and Medical Emergency Response Plan is intended for official use only by the Amherst County Public Schools faculty & staff, county and state public safety and public health officials. Use of this plan for any purpose beyond its intended use is not authorized and could compromise the health and welfare of students, faculty and staff. Please report inappropriate use of this plan or any of its components as soon as possible to the school principal or the school division Emergency Manager.

Thank you for placing the safety of the Amherst County community first.

Personnel in Leadership Positions 2021-2022 School Year:

Superintendent – Dr. Robert Arnold

Assistant Superintendent – Dr. William Wells

Director of Academics – Dr. Dana Norman

Director of Human Resources – Mr. Jim Gallagher

Supervisor of Student Services – Mr. Josh Neighbors

Supervisor of Maintenance and Operations – Mr. Gary Roakes

Supervisor of Transportation – Mrs. Rhonda Campbell

Supervisor of Technology – Mr. Joe Goldman

Supervisor of Student Data and Assessment – Mr. Kevin Harrison

Supervisor of Child Nutrition Program – Mrs. Kim Klein

Chief Financial Officer - Mrs. Teresa Crouch

Crisis Management Team Signature Page

This plan was developed through a collaborative process involving the following members of the Amherst County Public Schools crisis management team:

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Gifted, and Elective Programs**

**Jennifer Bennett
Parent**

Record of Plan Approval

1. References:
 - § 22.1-279.8, *Code of Virginia*
 - Amherst County Public Schools policies/regulations EB, EB-R, EBB, EBBA, EBCB
 - School Crisis, Emergency Management and Medical Emergency Response Plan; Virginia Department of Criminal Justice Services 2016
 - The Virginia Educators Guide for Planning and Conducting School Emergency Drills; Virginia Department of Criminal Justice Services/Virginia Department of Education 2013
 - Amherst County Public Schools School Crisis, Emergency Management and Medical Emergency Response Plan, 2018
2. The Amherst County Public Schools School Crisis, Emergency Management and Medical Emergency Response Plan is consistent with applicable Virginia laws and regulations.
3. The Amherst County Public Schools School Crisis, Emergency Management and Medical Emergency Response was reviewed and approved by the School Board.
4. The Code of Virginia and School Board Policy EB require that all Division and School Crisis, Emergency Management and Medical Emergency Response Plans are reviewed annually. Accordingly, Principals shall submit to the Assistant Superintendent that this review has been conducted by July 15 of each year. The Principal shall include in this certification a copy of the updated plan with changes/revisions as described below. The Assistant Superintendent shall provide the Division Plan and all School Plans to the Superintendent by August 15 of each year. The Superintendent shall then provide a report of this annual review to the School Board.
5. The superintendent is authorized to approve minor changes to this plan without School Board approval. Such changes may include those that improve plan readability, those that correct information errors or changes in personnel or their contact information, etc. Changes will be documented in the Record of Changes sheet. Changes will be distributed, as needed, by the principal as an update to the current plan (Update #1, Update #2, etc.) to all parties on the controlled distribution list. Plan holders are to be instructed to destroy outdated portions of the plan.
6. Any significant content changes are to be made as part of the annual plan review and updating. Significant changes are defined as those that require coordination with external resources such as the local fire or police department, require notification of parents/guardians, or that impact plan standard operating procedures, or impact established school division policy. Schools are to complete updates and proposed revisions and submit to the Assistant Superintendent by July 15 for School Board review and approval prior to the beginning of the school year.
7. Once approved by the School Board, revised plans will be distributed (Revision #1, #2, etc.) to all parties on the controlled distribution list and make any required notifications to parents/guardians.

Signed: _____
Principal Date

Record of Updates* to Plan

Date	Page(s)	Updates to Plan	Reason for Update
July 2021	69	Changes to personnel	Change in personnel
July 2021	5	Changes to personnel	Changes to personnel
July 2021	68	Change in personnel	Changes to personnel

♦ Minor updates made by Emergency Manager/Principal will be incorporated, as necessary, into annual revision.

Record of Revisions* to Plan

Page(s)	Revisions to Plan	Reason for Revision	Effective Date

♦ Revisions are reviewed and approved by School Board annually.

Necessary updates and revisions to this plan will be made whenever:

- Experience with crises or from exercises or drills reveal deficiencies or shortfalls.
- Community conditions impact school change.
- Applicable legal and/or regulatory requirements related to crisis management change.

Record of Distribution

Three versions of the [school] School Crisis, Emergency Management and Medical Emergency Response Plan are distributed.

Version Orange of the plan is intended for key leadership and those directly involved in the planning and implementation of this plan.

Version Gold is intended for [school] faculty and staff, or those that provide important supportive roles in the implementation of the plan.

Version Green is intended to inform parents and guardians of [school] students and selected other appropriate recipients.

Versions Orange and Gold contain information considered sensitive and requiring safeguarding including names and contact information of persons listed in this plan, key locations of people, assembly points, equipment, supplies, and facility operating devices. Persons holding copies of Versions Orange and Gold are expected to safeguard their copies of the plan and destroy obsolete plans.

Recipient Name, Title, Organization	Method of Distribution (<i>print, electronic, both</i>)	# Copies	Distributed by (<i>Name</i>)	Date
ORANGE VERSION (Comprehensive Plan - Controlled Version)				
Superintendent's Office				
Division Office, Emergency Manager				
Principal				
Division/School CMT members				
Local Fire Department/EMS				
Local Police Department/Sheriffs Office				
Local Emergency Manager				
Local Public Health Director/Coordinator				
Mental Health Director/Emergency MH Services Coordinator				
GOLD VERSION - Abbreviated Plan				
School Faculty/Staff				
Principal, Relocation School				
GREEN VERSION - Plan Overview for Public Access				
Parents/Guardians of students				
President, Council of PTAs				

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I. INTRODUCTION

A. Purpose and Goal

The purpose of the Amherst County Public Schools School Crisis, Emergency Management, and Medical Emergency Response Plan is to establish a framework for emergency preparedness and response by specifying actions to be taken:

- Before an emergency to prevent, protect from, and mitigate the impact on life or property;
- During an emergency to respond to the emergency and minimize its impact on life or property; and
- After an emergency to recover from its impact on life or property.

The goal of the Plan is to ensure the safety of all members of the Amherst County Public Schools community through a rapid, coordinated, and effective response to and recovery from emergencies and disasters.

B. Authority for Plan

Virginia law requires that every school develop a written "school crisis, emergency management, and medical emergency response plan." Specifically, § 22.1-279.8, *Code of Virginia*, sets forth the following:

Definition of Plan

"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. (§ 22.1-279.8(A), *Code of Virginia*)

School Board Responsibilities

"Each school board shall ensure that every school that it supervises shall develop a written school crisis, emergency management, and medical emergency response plan, consistent with the definition provided in this section, and shall provide 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. Each school division shall designate an emergency manager." (§ 22.1-279.8(D), *Code of Virginia*)

"The local school board shall annually review the written school crisis, emergency management, and medical emergency response plans. The local school board shall have the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in subdivision 4 of § 2.2-3705.2" (§ 22.1-279.8(D), *Code of Virginia*)

School Superintendent Responsibilities

"The local school division superintendent shall certify this review in writing to the Virginia Center on School Safety no later than August 31 of each year." (§ 22.1-279.8(D), *Code of Virginia*)

Other Related Laws and Regulations

Virginia laws require schools to conduct fire drills, tornado drills, and lock-down drills (§ 22.1-137, § 22.1-137.1, § 22.1-137.2) and to report certain violations of law and of student codes of conduct. (§ 22.1-279.3:1).

Virginia Board of Education Regulations address the safety of school facilities, specifying multiple health and safety practices (8VAC20-131-260).

The Amherst County Public Schools School Crisis, Emergency Management, and Medical Emergency Plan was developed in accordance with *Code of Virginia* § 22.1-279.8. The Plan also conforms with requirements for fire drills, tornado drills, and lock-down drills and proper reporting of violations of law and the student code of conduct.

C. Scope

This Plan focuses narrowly on specifying actions in preparing for, responding to, and recovering from school crises and emergencies. The Plan complements and is best understood in conjunction with other school division plans and procedures related to school safety, school security, threat assessment, suicide prevention/intervention, bus safety, and general procedures for medical treatment of students. The Plan does not duplicate information contained within the other plans and procedures, but cross-references them.

Numerous prevention and mitigation measures being implemented by the school division/school are set forth in the following related Plans and Procedures.

Amherst County Public Schools School Bus safety Program (Policy EEAC)

Amherst County Public Schools Suicide Prevention Procedures (Policy JHH)

Amherst County Public Schools Threat Assessment Procedures (Policies EBB and EBB-R1)

Amherst County Public Schools Visitors Procedures (Policies KK and KK-R)

Amherst County Public Schools Safety Plan contains information on safe practices on and off school property; transportation/bus safety; and required safety training for students and staff. It was developed in collaboration with public safety and public health officials and risk management consultants. The Plan is available upon request from the Superintendent's Office.

This Plan is organized around the four phases of emergency management: 1) Prevention/Mitigation; 2) Preparedness; 3) Response; and 4) Recovery. For purposes of this Plan, school crises are organized into three categories:

1. "Crisis incidents" include situations that do not occur on school property or at a school event but negatively affect schools and to which schools must respond, but typically do not require and emergency response. Examples include death of a student, school personnel, or a member of a student's immediate family by suicide, illness, or accident; non-school incidents injuring or victimizing a student or staff member; perceived crises such as tensions arising from racial incidents and rumors of potential violence between rival students. School administrators, guidance counselors, and other student services professionals typically have primary responsibilities in responding to crises incidents. The school principal shall have the discretion to determine what qualifies as a crisis incident and when to convene the Crisis Management Team.
2. "Critical incidents" are events that require an immediate response by public safety agencies and are managed by school administrators only until public safety officials arrive. They typically involve activation of a school Crisis Management Team. Critical incidents include, but are not limited to, natural and technological disasters and security emergencies that adversely affect the normal operation of the school. Examples include tornadoes, severe thunderstorms/weather incidents, terrorist attacks, fire, hazardous material spills, school shootings, situations involving hostage and/or kidnapping, threats involving weapons, explosions, criminal activity or the threat of criminal activity, and fugitives/suspects being pursued near a school by law enforcement. A critical incident could also include injury or death of a student, teacher, or school personnel, whether on or off campus.
3. "Medical emergencies" are those possibly life-threatening situations arising from health conditions as well as unintentional and intentional injuries. Examples include cardiac arrest, serious illness or condition, drug overdoses, seizures, playground accidents and serious athletic injuries, and acts of violence (assaults) that require emergency medical treatment. School administrators, school nurses, and local emergency medical personnel typically have primary responsibilities in responding to medical emergencies. Drug overdoses and acts of violence will also require law enforcement involvement.

Framework for School Crisis Management			
<i>Type of Crisis</i>	<i>Description</i>	<i>Examples</i>	<i>Who Typically Manages</i>
Crisis Incidents	Situations that do not occur at school but negatively effects schools	Student or staff death, suicide, accident or perceived crisis	School Administrators and student services staff
Critical Incidents	Events that require an immediate response.	Threats involving weapons, fire, natural disasters, student or staff death, accident.	Public safety agencies or school administrators.
Medical Emergencies	Situations arising from health conditions as well as unintentional and intentional injuries.	Serious illness or medical conditions; drug overdoses; serious injuries.	School nurse and local EMT.

It is recognized that a critical incident or medical emergency can vary in scope and intensity. Situations can range from a non-emergency school crisis involving a single student to a life threatening situation affecting the entire school division. Incidents and emergencies can occur before, during or after school hours; on or off school property.

D. Concept of Operations

The Amherst County Public Schools Plan has been developed in collaboration with and is coordinated with all appropriate public health and safety agencies within Amherst County and with state and federal emergency operations plans. The planning process has been informed by appropriate hazard analyses and risk assessments and addresses actions taken before an emergency to prevent, protect from, and mitigate the impact on life or property, actions to be taken during an emergency to respond to the emergency and minimize its impact on life or property, and actions taken after an emergency to recover from its impact on life or property.

Collaboration with public health and safety agencies continues for the purpose of further developing and implementing strategies to mitigate, prevent, prepare for, and in the event of an incident, respond to, and effectively recover and restore the safety and security to the school community. Amherst County Public Schools maintains agreements with the following agencies to assist in planning, training, emergency response and recovery:

Amherst County Fire and Rescue Department
Amherst County Sheriff's Office
Town of Amherst Police Department
Virginia State Police
Amherst County Health Department
Amherst County Community Services Board
Amherst County Department of Human Services
American Red Cross

IV. Emergency Services: Call 911

Coverage Area

School	Rescue	Fire	Law Enforcement
Amelon Elementary	Monelison	Monelison	Sheriff
Amherst Elementary	Amherst	Amherst	Police
Amherst High	Amherst	Amherst	Sheriff
Amherst Middle	Amherst	Amherst	Sheriff
Central Elementary	Amherst	Amherst	Sheriff
Elon Elementary	Monelison	Monelison	Sheriff
Madison Heights Elem.	Monelison	Monelison	Sheriff
Monelison Middle	Monelison	Monelison	Sheriff
Amherst Education Ctr	Monelison	Monelison	Sheriff
Temperance Elem.	Pedlar	Pedlar	Sheriff
Temperance Elem.	Roseland	Piney River	

Law Enforcement:

Town of Amherst 946-7885
 Sheriff's Department 946-9300 (946-5517, if no answer)
 State Police: 1-800-552-0962
 Central Virginia Crime Stoppers 1-888-798-5900
 Sweet Briar – Director, Brian Marker 381-6244 (or 381-6144)

	Rescue Squad	Fire Department
Amherst	946-5055	946-7915
Monelison	929-0908	929-3115
Pedlar	922-7433	922-7433
Piney River/Roseland	263-7050	263-7050

V. Available Resources

A. Amherst County Public Schools

1. Maintenance

Gary Roakes 946-9709 Cell 841-4279
 24 hr Cellular 841-6786

2. Transportation

Rhonda Campbell 946-9707

3. Supervisor of Student Services

Josh Neighbors 946-9341

4. School Psychologists

Shannon Abatecola 946-9700

	Jeff Williams (office at Monelison)	846-1307
5.	Supervisor of Discipline and Compliance TBA	
6.	Supervisor of Accountability and Student Wellness Marie Petrone	
B.	County Agencies	
1.	Amherst Department of Social Services	946-9330
2.	Amherst County Mental Health	946-2316
3.	Amherst County Health Department	946-9408
4.	Sam Bryant, Public Safety Director	946-9307
5.	TBA, Public Safety Deputy Director	946-9307
C.	Referral Agencies	
1.	Virginia Baptist Hospital Assessment Center	947-4444
2.	Lynchburg General Hospital Emergency Mental Health	947-3033
3.	Lynchburg General Hospital Emergency Room	947-3126
D.	Other	
1.	Employee Assistance Program – Bob Conlon	845-1246
2.	Poison Control Center (Blue Ridge) 1428	1-800-451- 1428
3.	Central Virginia Crime Stoppers 5900	1-888-798- 5900

E. Crisis Management Team (CMT)

For School Division Plan

A primary mission of the school division Leadership Crisis Management Team (LCMT) is to support the school-level CMT/ICS in effectively responding to crises. At the school division level, when there

is a community wide, multi-school disaster or crisis event, the school division LCMT will work in tandem with public safety and public health officials to ensure a coordinated and effective response.

Areas of responsibility for the Amherst County Public Schools Leadership Crisis Management Team (LCMT) are shown below:

Amherst County Public Schools Crisis Planning and Response Team

Areas of response at the school division level may be conceptualized as represented below:



The Superintendent will have oversight of all Crisis Management Operations. The Superintendent shall have the responsibility to:

- Authorize the release of information to the public.
- Keep the School Board and other local officials informed of the status of the emergency.

The designated Emergency Manager, in collaboration with the Superintendent and other senior administrators, shall have responsibility to:

- Direct all operations of the school division in the management of the emergency, except where others have authority that supersedes the designated emergency manager (i.e. a public safety official acting in an official capacity).
- Gather information from all aspects of the emergency for use in making appropriate decisions about the management of the emergency.
- Assess the immediate situation and assign tasks based on the overall needs for managing the emergency.
- Stay in contact with the leaders of the emergency service agencies and the law enforcement agencies working the emergency.
- Receive state and local officials who come to help or gather information.
- Establish and maintain lines of communication between the division and the emergency site; for off-campus emergency, lines of communication must be established for the involved school, as well. Such lines of communication may also include couriers.
- Communicate with other schools in the division during the emergency period.
- Assign resources (persons and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.
- Authorize immediate purchase of outside services and materials needed for the management of emergency situations.

The Supervisor of Student Services shall:

- Implement plan for crisis; authorize and coordinate back-up student support personnel from other schools to assist, as needed, at crisis site(s).
- Maintain active file of helping agencies within the community including the names of contact person(s).
- Create letters to notify parents of continuing care that is available to students; available care will include local and state agencies, as well as school-based care.
- Develop information sheet for parents, teachers, and others; information will include topics such as the impact of crises on students, signs of stress, and guidelines for dealing effectively with crisis-related stress.
- Assist with planning and conducting parent/community meetings for information dissemination and recovery activities.
- Maintain follow-up activities such as referrals for help outside the school services setting.
- Confer with full staff and faculty; assist in coordination of briefings for staff and faculty.
- Make recommendations regarding the restarting of school and schedule of activities for the day after the crisis.

The Director of Academics shall:

- Report immediately to the local hospital if students or adults are being sent to that hospital for treatment. If more than one hospital is admitting students or adults, coordinate the communication among those hospitals and the school division. Assign and direct other division staff to assist at those hospitals.
- Coordinate communication between the hospital and the division office.
- Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.

- Collect and disseminate information to the media. Be aware of deadlines, the need for information accuracy, and other issues related to the media and the performance of their jobs.
- Plan and coordinate press interviews to help the news media meet deadlines.
- Create and disseminate press releases as approved by the superintendent
- Respond to rumors through the dissemination of accurate information. Organize a network of key people within the community through which accurate information can be disseminated.
- Plan and coordinate the use of the division's social media networks for live and taped presentations. Press conferences can go out live; updates for the public can be taped and aired as needed.
- Coordinate information to be shared with school and division personnel during and after the crisis.
- Act as a liaison between the media and division personnel whose attention must be focused on the immediate problems of managing the crisis without constant interruption.
- Arrange interviews for the media with key school and division staff who are involved in the emergency or who act as spokespersons for the division.
- Establish and maintain a clearinghouse for calls and requests from schools, the community, parents, and the media and refer those to the appropriate person or place.

The Supervisor of Maintenance and Operations shall:

- Coordinate with transportation coordinator as needed.
- Serve as a liaison between the emergency school site and the emergency support teams that may be needed.
- Coordinate and direct communication between the emergency site and county and state agencies.
- Obtain and direct the placement of generators when power must be restored for a temporary period.
- Coordinate and direct the acquisition of water when there is a disruption of water and sewer services.
- Coordinate and direct contact with emergency medical services, local police and sheriffs' departments, fire departments, and the state police.
- Coordinate and direct search-and-rescue operations when needed.
- Arrange for the delivery of outside services and materials needed for the management of the emergency.
- Plan and initiate arrangements for food for building personnel.

The Supervisor of Transportation shall:

- Establish and maintain school division protocols for transportation-related emergencies.
- Provide division wide transportation for bus drivers.
- Establish and maintain plans for the emergency transport of students and school plans (a chemical spill for example).
- Coordinate transportation plans with State Police and other law enforcement personnel, as appropriate.

The Supervisor of Technology and Supervisor of Student Data and Assessment shall:

- Coordinate use of technology.
- Assist in establishment/maintenance of emergency communications network. Assist in obtaining needed student and staff information from the computer files.
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- Establish and maintain computer communication with the central office and with other agencies

- capable of such communication.
- Establish and maintain, as needed, a stand-alone computer with student and staff database for use at the emergency site.
- As needed, report various sites involved in the communication system if there are problems in that system.

The offices of Finance and Human Resources shall:

- Ensure that personnel in schools have adequate materials and resources to address crises.
- Play important roles in after action report production, particularly relative to personnel placement and needs.
- Be available to assist other offices as needed during crisis response.
- Review continuity of salary and benefits when incidents, or the after effects of incidents, may impact payments.
- Be aware of the requirements of the Freedom of Information Act and provide all appropriate information based on those requirements.

The office of Instruction shall:

- Conduct a debrief with teachers and faculty post-crisis to identify deficits and obstacles, then communicate summary information to crisis managers.
- Be available to assist other offices as needed during crisis response.

Articulation of Responsibilities

To prevent role confusion, clearly identify responsibilities, and differentiate task assignment, all expectations and responsibilities should be in writing as part of the emergency operation plan. Each office and designee should have a written copy of their responsibilities.

Schools as Disaster Shelters

During a large-scale disaster, there is some likelihood that schools may be used as community shelters.

When such circumstances arise:

- The school principal will coordinate use of the school resources.
- The school nurse will coordinate with outside medical agencies for their provision of medical oversight of shelter clients with chronic conditions.
- The food service coordinator will coordinate with the Shelter Manager for an orientation on food service supplies, equipment, and operations.
- The school principal/designee will coordinate for use of portions of the school as a pet shelter.
- Other assignments and coordinating instructions are contained in a Memorandum of Understanding with the local chapter of the American Red Cross.

For School Plan

The school crisis management team is led by the principal who shall designate an alternate to act in the principal's absence. Members of the CMT include teachers, school counselors, the school nurse, school psychologist and/or school social worker, school secretary, custodian/building engineer, and School Resource Officer.

Responsibilities of the school CMT include:

- Developing site-specific protocols for responding to specific types of crises.
- Assuming assigned responsibilities within a school incident command system.

- Assuming leadership roles in orienting staff to procedures and training to fulfill designated roles, including conducting tabletop simulations and practice drills.
- Providing information to students, staff, and community on crisis management referral procedures.
- Providing assigned leadership roles in recovery activities following a crisis or disaster.
- Conducting debriefing at the conclusion of each crisis episode to critique the effectiveness of the building's Crisis Management Plan.
- Conducting periodic reviews and updating of the school Crisis Management Plan and conducting related updated staff training.

A roster of school CMT members with current contact information is maintained on an ongoing basis. The Roster of CMT Members is a part of **Appendix A. Contact/Notification Lists**.

Additional CMT roles and responsibilities are listed under Incident Command System (ICS). See section III. Preparedness. Each school CMT should periodically coordinate with the school division team (as appropriate).

F. Planning for Children with Special Needs and Disabilities

Amherst County Public Schools is committed to meeting the needs of all students in the event of an emergency, including those with special needs and disabilities. School CMTs take into consideration the needs of these students throughout the four phases of crisis management by consulting with disability specialists to identify students' needs; build on appropriate accommodations, modifications, and services; teach students crisis response strategies; and ensure that adults, including first responders, are trained to follow established protocols. Specific accommodations and services are included in **Appendix D. Tools for Response**.

G. Plan Maintenance

Development of a crisis management plan is not a one-time task. Changes – in personnel, policies, resources, and conditions – occur and require plans to be updated and refined. All school crisis plans are formally reviewed and updated, as needed, on an annual basis.

II. PREVENTION AND MITIGATION

A. Overview of Prevention and Mitigation

The prevention-mitigation phase is designed to assess and address the safety, security and integrity of school buildings, learning environments and students and staff.

“Prevention” is any step that schools can take to decrease the likelihood that an incident will occur. Examples of prevention activities include:

- Conducting comprehensive, strength-based vulnerability assessments—of school buildings and grounds, school cultures and climates, staff skills, and community resources—to help crisis response teams identify, analyze and profile hazards and develop appropriate policies and procedures;
- Establishing communication procedures for staff, parents, students and the media; and
- Enforcing policies related to food preparation, mail handling, building access and student accountability.

“Mitigation” is any sustained activity that schools take to reduce the loss of life and damage related to events that cannot be prevented. These activities may occur before, during, or after an incident. Examples of mitigation activities include:

- Fencing hazardous areas;
- Anchoring outdoor equipment that could become flying projectiles in high winds; and
- Bolting bookshelves to walls and securing loose wires.

Numerous prevention and mitigation measures being implemented by the school division/school are set forth in other Plans and Procedures related to school safety, school security, threat assessment, suicide prevention/intervention, bus safety, and general procedures for medical treatment of students. The most relevant are listed in **section I. C. Scope**.

B. Hazard Analysis and Risk Assessment

Hazards are conditions or situations that have the potential for causing harm to people, property, or the environment. The Amherst County Public Schools CMT has conducted a hazard vulnerability and risk assessment to determine the strengths and weaknesses of their individual building and grounds; the school’s social, emotional, and cultural climate; community and staff resources; and the unique concerns of individuals with disabilities and special needs.

Hazards can be classified into three categories: natural, technological, and school specific-hazards.

Data from the Amherst County Emergency Operations Plan identified the following primary hazards as having greatest impact on the school community: flooding, drought, hurricanes, severe winter weather, land subsidence/karst, tornado, wildfire, landslide, terrorism, earthquakes, tornadoes, hazardous materials incidents, power failures, essential shortages, and transportation accidents.

Emergency response procedures in the event of natural and technological hazards are contained in **section VI. Incident/Emergency Response.**

School-Specific Hazards

School-specific hazards have been identified from reviews of school division/school Discipline, Crime, and Violence data, annual safety audits, applicable school climate surveys, and crime incident data for the surrounding community/neighborhoods

Hazards and threats are addressed in this Plan and emergency response procedures for all identified school-specific hazards are contained in **section VI. Incident/Emergency Response.**

C. Planning for Medical Emergencies

A School Medical Emergency Response Plan (MERP) has been developed for each school in Amherst County Public Schools. Plans are tailored to the schools' unique needs and resources are developed as part of the school division's crisis plan. Planning has involved assessing needs, equipping schools, establishing protocols, staff training, and plans for documenting and evaluating response.

Students with Special Needs

Children and adolescents with special health care needs including those with chronic physical, developmental, behavioral, or emotional conditions or at risk for developing those conditions typically require an Individualized Education Program (IEP), an Individual Health Care Plan (IHCP), and/or an Emergency Care Plan (ECP) to meet their health needs. ECPs are prepared for students with health conditions, physical disabilities or communication challenges who have been identified as requiring special assistance during emergencies.

Automatic Electronic Defibrillators

All schools have been equipped with automatic electronic defibrillators (AEDs) and multiple staff in each school trained to respond to a life-threatening emergency, including operation of AEDs.

III. PREPAREDNESS

A. Overview of Preparedness

Preparedness readies the school division/school to respond in a rapid, coordinated and effective manner to an emergency.

Elements of preparation planning addressed here are:

- Establishing the Incident Command System;
- Preparing emergency supplies and equipment;
- Designating off-site evacuation areas and routes;
- Designating and preparing CMT/ICS Command Post;
- Designating and preparing staging areas for transportation, parent reunion/assistance, and media; and
- Implementing functional training exercises and drills for faculty and staff with first responders.

B. Incident Command System

Amherst County Public Schools has adopted the National Incident Management System (NIMS) for planning and responding to emergency situations and uses an Incident Command System (ICS) to address critical incidents and/or crises when multiagency response is required. All schools are required to use NIMS and ICS for incident management.

The organization and responsibilities of the Amherst County Public Schools LCMT are described in **section I. E. Crisis Management Team.**

Public Safety and Non-school Personnel Roles

Roles and responsibilities of key public safety and non-school personnel within the ICS are:

Law Enforcement Commander – Integrates school and law enforcement training and response plans. Works with the school CMT/ICS to carry out the response and secure the incident scene by keeping parents and community members away from the school. Assumes role of Incident Commander once school is evacuated and it is ascertained that a criminal act has occurred. Ensures clear passage of emergency service vehicles.

Fire Chief – integrates school fire and hazardous material response plans. Works with the school CMT/ICS in responding to the emergency. Remains on standby at the perimeter of scene unless a fire or hazardous material emergency develops, at which time the Fire Chief or designee becomes the Incident Commander.

Emergency Medical Services Chief – During planning helps to identify school and community members who have CPR and other emergency medical skills. Works with the School Nurse to coordinate the delivery of medical treatment during an emergency.

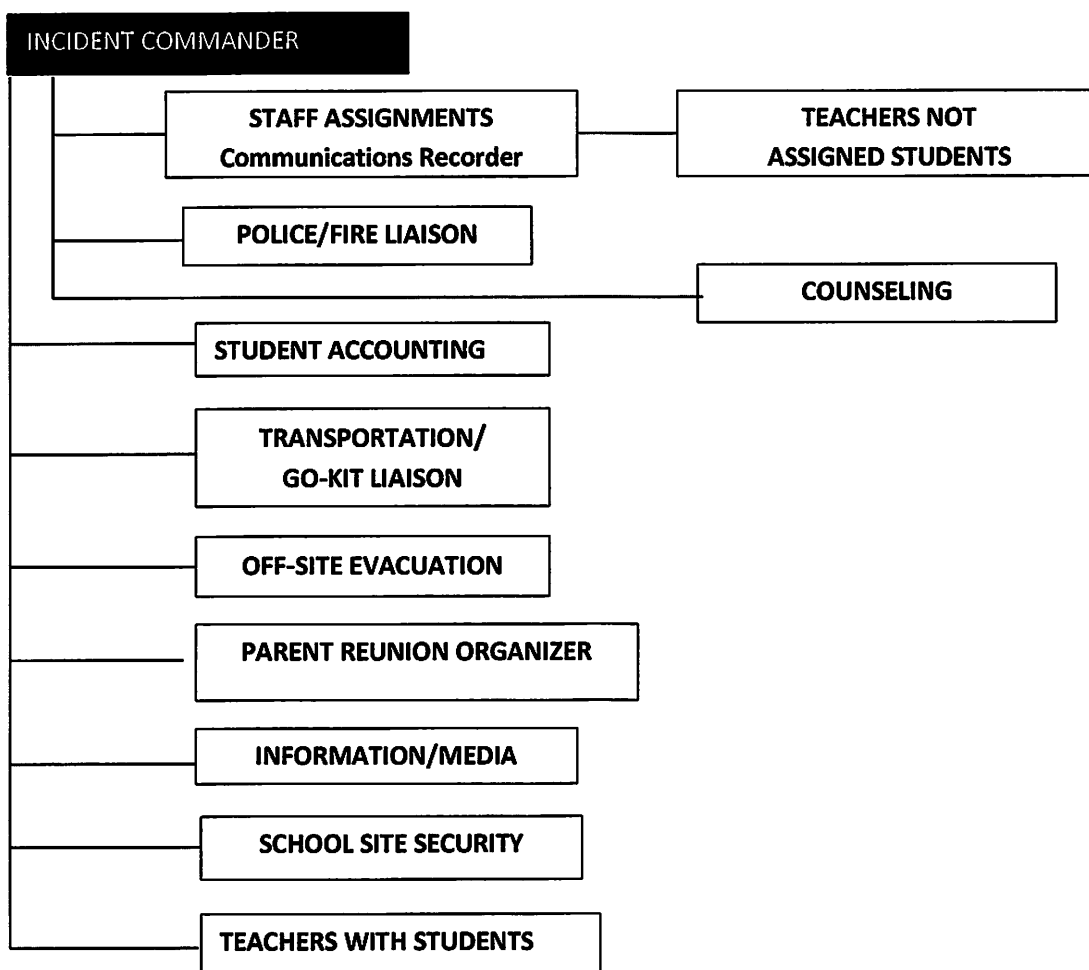
Mental Health Services Coordinator – Works directly with the School Counselor and the principal to coordinate appropriate interventions before a crisis, consultation during a crisis, and recovery efforts after a crisis.

Emergency Management Director – Provides technical advice to the CMT/ICS on planning, training and exercising of an all-hazards emergency management plan. Establishes and operates the town Emergency Operations Center; manages local resources needed in response to a school incident; and is the conduit through which additional resources are requested.

CERT (Community Emergency Response Team) – Coordinates CERT augmentation to the school CMT/ICS and/or public safety committee during school emergencies. Reports to the Staff Assignments Leader when activated.

INCIDENT COMMANDER

The ICS is organized as shown below. Each member of the school CMT is assigned a role in the ICS. A Roster of ICS Assignments is a part of Appendix A. Contact/Notification Lists.



NOTE: The principal or his/her designee is the Incident Commander (IC) for school emergencies until public safety officials assume that role. Incident Commander and Incident Supervisor represent the same position—ICS designations recommend use of Incident Commander.

The IC role officially passes to the fire chief during fire/HAZMAT incidents and to the law enforcement commander following a criminal act, after the principal briefs the public safety official on the situation. To affect a smooth transfer, schools always involve local first responders in the school's emergency management plan development and training.

Although a public safety official may have assumed the IC role, the principal maintains the leadership role related to the school staff and students and the various functions that they have been assigned.

During emergencies where a single Incident Commander is not appropriate, the principal and public safety officials form what is called a "Unified Command," where the principal and public safety officials share in the decision-making process.

ICS Roles, Duties and Responsibilities

Incident Commander

As the highest level executive in the school, he or she provides leadership for the development and execution of the Crisis Plan. Verifies crisis and initiates activation of the CMT.

- Establishes a command post. Makes decisions based on information/suggestions by CMT members.
- Relinquishes overall incident leadership role to fire officials during a fire/hazardous materials incident and/or to the ranking law enforcement officer following a criminal act. May assume leadership role within a "unified command" structure with responding agencies.
- Provides notifications to applicable Leadership Team member(s) or department(s).

Police/Fire Liaison

Provides information to local law enforcement and fire and rescue department personnel about what has taken place and the plans the school has implemented to ensure the safety of the students.

- Maintains contact with police/fire operations throughout the incident.
- During some incidents, the Incident Commander can accomplish this liaison assignment; however, a large incident should have someone whose sole responsibility is to act as a liaison.

Off-Site Evacuation

- Organizes use of off-site location to include: selecting evacuation routes, planning the safe movement of students to the location; assisting with student accounting once they are moved; planning for the movement of special needs students and staff.
- Coordinates with Incident Commander, Transportation, Student Accounting and Parent Reunion Organizer to manage the move and parent reunification process.

Parent Reunion/Information/Assistance Organizer

- Organizes, manages and coordinates the safe and orderly release of students to their parents/guardians during a school emergency.
- Establishes pre-identified location where parents can wait to be reunited with their children; answers procedural questions; calms anxious parents and provides information concerning the emergency.
- Coordinates with Incident Commander and Information Media representative concerning the notification of parents and release of information to parents. Also coordinates with Police/Fire Liaison and Student Accounting, as necessary.

Counseling

- Plans, organizes and provides crisis intervention and prevention counseling.
- Coordinates post-event counseling program to help students, parents, faculty, and the community to recover from an incident.
- Coordinates professional community services, when required.

Communications/Recorder

- Confirms that 911 has been called.
- Documents events as they occur, including decisions and actions taken with time annotations.

- Makes notifications, orders resources and provides informational updates as directed by the Incident Commander.
- Assists Incident Commander with monitoring communication devices.

Information/Media

- Establishes the media staging area. Ensures media doesn't gain access to student or faculty during the incident.
- Controls rumors by providing school staff with information about the incident.
- Assists Amherst County Public Schools disseminate information as directed.

Transportation/Go-Kit Liaison

- Transportation/Go-Kit Liaison: Organizes, manages and coordinates off-site evacuation transportation services, as well as early or late releases with the Amherst County Public Schools transportation representative.
- He or she is responsible for maintaining, updating and removing the Go-Kit from the building and ensures that the medical Go-Kit is removed from the school during an emergency.
- Coordinates with Off-site Evacuation Organizer and Incident Commander.

Student Accounting

- Ensures that all teachers have an accurate accounting of students.
- Coordinates efforts in accounting for missing and extra students.
- Coordinates with Incident Commander and Parent Reunion Organizer as necessary.

School Site Security

- Assesses crisis and evaluates student and staff safety.
- Initiates protective security measures to separate students and staff from threat, if necessary.
- Assists student and staff and maintains safety, order and discipline.
- Prohibits media representative(s) contact with students. Coordinates with CMT members, as needed.

Teachers and staff not assigned to a class when an emergency occurs

- Report to the Staff Assignments Leader if not previously assigned an emergency role. These staff members will prepare backpack letters and/or place or receive large volumes of calls to or from parents, community partners, etc., about an incident.
- They will also augment the School CMT when communicating messages to faculty, staff and students throughout the school when timeliness is of the essence and electronic means are inoperable.

Teachers with students in class

- Provide supervision of students in their care and remain with students during emergencies until directed otherwise.
- Ensure safety of students; direct students according to response procedures; render first aid when needed; manage student communication via cell phones per school policy; report missing/injured or extra students to the Student Accounting Leader.

C. Emergency Supplies and Equipment

For School Division Plan

All schools are equipped with emergency supplies and "go-kits." Go-kits include emergency supplies that can be easily accessed and transported in the event of an evacuation or other emergency. The contents of school Classroom Go-Bags, Shelter-in-Place Kits, and all other emergency supplies and equipment are listed in the School Supplies and Equipment List in **Appendix C. Tools for Preparation**.

The school division equips all buses with an Emergency Kit that includes a first aid kit, a fire extinguisher; body fluid/biohazard containment & clean-up kit; plastic garbage bags and break-down kit (road flares, triangles, etc.).

For School Plan

All schools in Amherst County Public Schools will have prepared and will maintain the emergency supplies and equipment listed below. The specific contents of school Classroom Go-Bags, Shelter-in-Place Kits, and all other emergency supplies and equipment are listed in the School Supplies and Equipment List in **Appendix C. Tools for Preparation**.

Classrooms - Each classroom is equipped with:

- Teachers Emergency Response Flip Chart which includes evacuation routes, emergency phone numbers, and emergency action steps (see Appendix C. Tools for Preparation);
- Classroom Go-Bag to be taken by the teacher during an evacuation with his/her class;

School Office - The school office will be equipped with:

- Administrator's Mobile Tool Box, maintained in a secure area and taken by office administrator during evacuation;
- Communications equipment, maintained in a secure area;
- Life-saving items, maintained in common areas; and
- Utility Equipment, maintained in a secure area (1 set-school office; 1 set-custodian's office).

School Clinic - The school nurse's office is equipped with:

- Medical Emergency "Go-Kit" for use in school emergencies when buildings are evacuated or the school health office is displaced. The school nurse monitors and resupplies the kit as needed.

First Aid Lockers Common Areas- Common areas are equipped with first aid kits (maintained by the school nurse) and fire extinguishers (maintained by the chief custodian). Locations of these items are recorded on school map in **Appendix G. Logistical Tools**.

D. Off-site Evacuation Areas and Routes

Schools have identified various Off Site Evacuation Areas. The location of these areas will be provided to the parents and school community when they are implemented.

Special Traffic or Security Concerns for this Area: Relocation sites will be heavily congested with students, staff, and parents for two school bodies. Parent parking must be on the periphery of school grounds or off school grounds completely to avoid overcrowding. Extreme caution must be taken when traveling or walking in or around the relocation site.

E. Staging Areas

Separate staging areas have been established for key response functions including CMT/ICS command post, transportation/bus, family reunion/information/assistance, and media.

The Parent Reunion Area and the Family Information Center will normally be co-located.

In the event of an evacuation to an off-site location (relocation site), information will be made available to parents who arrive at school to looking for their children. Parents will be provided information about where students were evacuated, whom to contact, and how.

Special Traffic or Security Concerns for this Area: Parents are asked to drive no more than 5 mph in and around the school or one of the alternate off-site locations as traffic will be congested, parking spaces will be limited and pedestrian traffic will be high.

The school has established a **Media Staging Area**. That location will be provided when it is implemented.

F. Training for Preparedness

Amherst County Public Schools recognizes that conducting critical incident drills and emergency exercises involving the CMT, teachers, support staff, including food service, custodial, transportation, health workers and students are essential for the successful implementation of crisis plans. These drills and exercises offer opportunities for everyone to evaluate what works, what needs to be improved, and how well students and staff respond and cooperate during the drills and emergencies. By participating in different types of exercises, schools can identify the appropriate methods for preventing, preparing for, responding to, and recovering from crises.

Amherst County Public Schools conducts and participates in five types of critical incident training and emergency exercises:

1. ***Orientations*** are to familiarize the CMT and staff with roles, responsibilities, plans, procedures and equipment operation. Orientation sessions are conducted at each school prior to the start of the school year.
2. ***Drills*** test specific operation or function of crisis and emergency plans. The goal of a drill is to practice aspects of the response plan and prepare CMT, staff and students for more extensive exercises in the future. Schools conduct evacuation, shelter-in-place, lockdown and tornado drills to demonstrate the steps to take in an emergency and to ensure roles and responsibilities are well understood by all involved (i.e., students, teachers, staff and emergency personnel) are addressed. These exercises may include local public safety agencies.
3. ***Tabletop exercises*** analyze an emergency event in an informal, stress-free environment. They provide participants with an emergency scenario to analyze and increase their awareness of the roles and responsibilities of individuals who need to respond, stabilize, mitigate, resolve and help others recover from emergencies. They are designed to prompt a constructive discussion about existing emergency response plans as participants identify, investigate and resolve issues.

4. **Functional exercises** test one or more functions of a school's emergency response plan during an interactive, time-pressured, simulated event. The exercise is facilitated by controllers and role players, participants respond to simulated emergency events. Evaluators observe exercise play and critique the exercise and the participants' performance. Functional exercises can also be conducted in a Department Operations Center.
5. **Full-scale exercises** evaluate the operational capability of emergency management systems in a highly stressful environment that simulates actual conditions. Full-scale exercises test and evaluate most functions of the emergency response-operational plan, including the mobilization of emergency personnel, equipment and resources.

Members of the Amherst County Public Schools CMT are encouraged to participate in additional in-depth and specialized training opportunities designed for their area of responsibility such as the critical incident and emergency management Independent Study Programs online courses offered by FEMA.

All training and drills are conducted in accordance with requirements and best practice recommendations from the *Virginia Educator's Guide for Planning and Conducting School Emergency Drills*, developed by the Virginia Center for School and Campus Safety and the Virginia Department of Education.

In accordance with Virginia law, fire drills are held at least twice during the first 20 school days of each school session. Each school will hold at least two additional fire drills during the remainder of the school session (§ 22.1-137). Each school has a lock down drill at least twice during the first 20 days of each session. Each school holds at least two additional lock down drills during the remainder of the school session. Lock down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq. (§ 22.1-137.2); and tornado drills are held at least once every school year § 22.1-137.1).

In accordance with Virginia regulations (8VAC20- 70-110) emergency exit drills are held at least once a year during the first 30 instructional days of the first semester and again during the first instructional days of the second. This allows schools to comply with Virginia law (§ 22.1-184) requiring schools having public school buses to hold drills in leaving school buses under emergency circumstances at least once during the first 90 calendar days of each school session.

Further, in accordance with best practice recommendations contained in the Virginia Educator's Guide for Planning and Conducting School Emergency Drills, schools conduct at least once per school year an earthquake drill, a reverse evacuation, and a shelter-in-place drill.

A schedule of drills is included in **Appendix C. Tools for Preparation**.

IV. RESPONSE

A. Overview of Response

When emergencies arise, schools must quickly implement the policies and procedures developed in the prevention-mitigation and preparedness phases to effectively manage the crisis and protect the school community. Throughout the response phase, efforts focus on de-escalating the emergency and taking

accelerated steps toward recovery. Examples of response activities include:

- Activating the CMT and establishing an incident command post;
- Deploying resources;
- Activating the communication, accountability, decision making, and primary response procedures;
- Documenting all actions, decisions and events, e.g., what happened, what worked and what did not work;
- Accounting for all students, staff and resources during and immediately following the emergency.

B. General Response Procedures

During an emergency, there are three general or "universal" responses. Specific procedures are detailed in section VI. Incident/Emergency Response.

Lockdown – Lockdown Code Red is used to describe enhanced security measures taken to protect against potentially violent intruders that may be inside the building or on the school site. The response secures students and staff, usually in classrooms, to prevent access or harm to the occupants of the lockdown locations. This may also involve quickly moving students and staff from unsecured locations, i.e., cafeteria or gymnasium, to secure locations. School staff will call 911 and advise public safety workers on scene if lockdown procedures are enacted. A variation on a Lockdown is ***Lockdown Code Yellow*** in which school officials prevent unauthorized entry if there is a threat in proximity to the school (such as a crime in progress). Outside activities are cancelled; all exterior doors are secured while staff and students are free to move about inside their building.

Shelter-in-place procedures are used to temporarily separate people from a hazardous outdoor atmosphere, such as severe weather, a hazmat or WMD incident, i.e., chemical, biological, or radiological agent releases; During ***Shelter in Place*** procedures the building is placed in a secure status. School staff will call 911 and will also advise the Superintendent's Office if shelter-in-place procedures are enacted. ***Shelter-in-place*** procedures are also used in certain weather-related situations such as tornadoes, earthquakes, or other severe weather.

Evacuation is used when locations outside of the school building are safer than inside the school. It involves the controlled movement of students from the building to a pre-specified safe location, either to an area on the school grounds or to an off-site location. An off-site evacuation requires authorization from the Division Superintendent or designee to facilitate the coordination and mobilization of resources required for such movement. A reverse evacuation is implemented when students are outside and locations inside the school are deemed safer.

C. Hazard/Incident/Medical Emergency Response

In addition to general or "universal" responses, schools have in place procedures for responding to specific hazards and conditions and medical emergencies. Specific procedures for these are detailed in **section VI. Incident/Emergency Response.**

D. Communications

The delivery of timely and accurate information before, during and after an incident is a critical component of crisis and emergency management. Ensuring that students, faculty and staff members, parents, local response agencies, the media, and the community have information is the joint responsibility of the school CMT and the Superintendent or Superintendent's designee.

The Amherst County Public Schools assessed school crisis communications needs, identified available technology, and matched appropriate high- and low-technology applications as part of its prevention/mitigation phase of crisis management planning. Further, during the preparedness phase of planning basic communication products and templates were developed for use in the event of crises. These are included in **Appendix F. Communications Tools**.

Modes of Communication Available

Multiple modes of communication are available to the Amherst County Public Schools; which modes will be employed will vary in accordance with the circumstances and requirements of the crisis/emergency. The modes of communication available to schools are:

- The telephone landline system and cellular telephone are to be used as primary means of communication, unless they are compromised. Emergencies may pose limitations on communication due to power outages, downed phone lines or an overwhelming number of landline and/or cellular calls.
- The CMT and school staff will use two-way radios. The Amherst County Public Schools has issued radios for tactical communications on-site and with local public safety agencies.
- The Amherst County Public Schools system wide e-mails and alert system can be used to communicate with school-based and school division staff.
- The Amherst County Public Schools will employ its automated Electronic Notification System (ENS) to notify parents/guardians when there is an emergency at the school.
- The Amherst County Public Schools Social Media pages will be used to disseminate emergency notifications and information.
- The school public address/intercom/fire alarm and bell systems and bullhorns are to be used as the primary means of providing immediate notification and warning to students and staff on-site.
- Signs can be posted on-site to provide directions and information.
- Fax machines can be used to transmit and receive information, as required.
- Runners, consisting of staff personnel, can be used to shuttle messages on site.
- Backpack letters are carried home by students to provide parents with notice and information.

Internal Communications

The school public address/intercom/fire alarm and bell systems and bullhorns are to be used as the primary means of providing immediate notification and warning to students and staff on-site.

When a crisis event occurs outside the school day, a simple telephone tree will be used for notifying staff; e-mail may also be used to supplement the call. A very carefully crafted statement, specifying what is and is not yet known, will be drafted before the telephone tree is activated. The crisis response telephone tree will include all staff - including food service staff, bus drivers, custodians, and other support staff.

Faculty meetings before school resumes and after the first day following a crisis event will also be

employed at the discretion of the CMT to provide accurate, updated information, to correct any misinformation that may be circulating, and to review applicable procedures and resources.

External Communications

All external communications will be reviewed by the Incident Commander, and the Amherst County Public Schools superintendent. If the communication contains technical information, relevant public safety or public health officials will be consulted to ensure accuracy and clarity of communications.

First Responders

The primary method of alerting first responders to a critical incident/emergency is calling 9-1-1 via landline or cell phone. Public safety officers (i.e., School Resource Officer) will be alerted via two-way radio.

Parents

Basic information about the school's crisis management plan will be provided to all parents via the school handbook at the beginning of the school year and posted on the school website. Parents are provided specific directions for contacting the school, procedures for release of students, and provisions for family reunification/information/support. These communications are included in Appendix F. Communications Tools.

In the event of an incident, communicating effectively with the parents/guardians of students directly involved in or affected by the crisis event is top priority. These parents will be contacted by a member of the CMT as soon as possible. If a large number of parents must be notified, a school "call team" will be assembled from teachers/staff not assigned students. The call team is supervised by the ICS information/media representative. In addition to placing calls to parents, the call team will field the large volume of calls that are expected to come into the school.

The school website and broadcast messages via the parent and community e-mail network(s) will be used to disseminate and update information about the incident and what parents can do to help. Recovery activities such as counseling sessions, memorials, post-event question and answer meetings and post-recovery open houses for parents, etc. may also be posted/communicated via these channels.

Backpack letters may also be used to relay important and helpful information. The decision to send backpack letters will be made on a case-by-case basis by the CMT.

Media

The Amherst County Public Schools views the primary goal to be keeping the public informed about the crisis while maintaining the privacy of students and ensuring as little interruption of the educational process as possible.

During an emergency, the Division Superintendent is responsible for providing the public and media with incident-related information. The Director of Academics will also assist division and building administrators in handling interviews with news media and coordinate the flow of information.

A statement giving the basic facts clearly and concisely will be prepared and provided to media as soon as possible.

Media personnel arriving on campus will be directed to the media staging area. They will not be permitted to enter classrooms. Students will be guarded against intrusions.

E. Family Reunification, Information, and Assistance

Note: The Amherst County Public Schools Assistant Superintendent will immediately contact the Virginia Criminal Injury Compensation Fund at telephone 1-800-552-4007 or e-mail address: www.cicf.state.va.us and the Virginia Department of Criminal Justice Services at telephone (804) 840-4276 or www.dcjs.virginia.gov/research/reportemergency pursuant to *Code of Virginia*, §22.1-279.8, in instances when any school's crisis response plan has been implemented and students and staff are victims of crimes as defined by *Code of Virginia* §19.2-11.01.

An area for family reunification, information, and assistance has been designated at each school and each alternate off-site location. These areas are where parents can assemble, be provided with information and reunite with their child.

The Coordinator of School Counseling, associated staff and security/police will be present at the parent reunion area. Information released to parents will be coordinated by the Superintendent, Emergency Manager, Incident Commander, and the Director of Academics; a record of students released to parents/authorized others will be coordinated with the Supervisor of Accountability and Student Wellness, Marie Petrone, as well as the Supervisor for Discipline and Compliance, Hollie Jennings.

F. Information for Parents Regarding Crisis Events

School is one of the safest places for students to be during most crises or natural disasters. The following emergency procedures have been established to keep students safe:

- In most cases, students will be kept at school until the emergency is determined to be over. For example, a chemical spill in the community could delay student release when there is risk of exposure.
- Under certain circumstances, students may be evacuated to another site. If this occurs parents will be notified.
- We ask parents and not to telephone the school and tie-up the telephone lines that will be needed for emergency use. Also, please be aware that a high volume of cell phone communications may degrade or interfere with the critical use of cell phones by public safety or emergency personnel.

Students will be released to parents who come to get them. Procedures for release to other authorized parties, however, will not occur unless authorization for release to the person(s) is on record. Parents must ensure this information remains current.

- To ensure proper student accounting, students should only be released from a parent reunion area rather than from evacuation locations.
- The family reunion/information/assistance center will provide up-to-date

information on the incident, the status of their children and information on what parents can do to assist.

G. Student Release Procedures for Staff

- When an adult makes an in-person request for the release of student(s) at the parent reunion area:
 - Obtain the name of student(s).
 - Request a picture ID to verify the identity of the adult.
 - Do not release students to people not listed on the student emergency care information form.
 - Document to whom the student has been released along with date and time and obtain signature from adult.
 - Assign staff to act as runner(s) or use portable school radios to relay requests for students from the student assembly area to the student release area.
 - Young students and special needs students may require adults to escort them from the assembly area to the student release area and confirm the release of the student
 - If a child is in the counseling or medical/first aid area, escort the parent to the area for reunification.
 - Inform parents of the location and availability of crisis counseling/victim assistance services.
 - Students not picked up by parents or guardians will be released at the end of normal school day and bus transportation from the parent reunion location to the students' neighborhood will be arranged through the office of the Supervisor of Transportation
 - Time permitting, all students will be provided a backpack letter for parents explaining the circumstances of the emergency that prompted the use of Parent Reunification/Student Release procedures. The backpack letter will be prepared by the Director of Academics/designee.

V. RECOVERY

A. Overview of Recovery

The Recovery phase is designed to assist students, staff, and their families in the healing process and to restore educational operations in schools. Recovery is an ongoing process that includes not only the mental, emotional and physical healing process of students, faculty and staff, but a school's physical (buildings and grounds), fiscal (daily business operations) and academic (a return to classroom learning) recuperation. Strong partnerships with public safety and mental health communities are essential for effective recovery efforts. The type and extent of activities will vary in relation to the size and scope of the crisis. There are four components of recovery: 1)

physical/structural; 2) business continuity; 3) restoration of academic learning; and 4) psychological/emotional.

B. Physical/Structural Recovery

- Physical/structural recovery begins with the assessment and evaluation of physical and structural damage to buildings and infrastructure, availability of transportation, food services, and assessing the functionality of educational capabilities and office equipment (e.g., computers, lab equipment.)
- Damage assessment teams from the Amherst County Public Schools Maintenance and Operations Department are responsible for these assessments. Data from the assessment will facilitate decision making about repairs and timelines to resume normal activities.

C. Business Continuity

Business recovery is the restoration of administrative and business functionality and services by activating the continuity of operations plan (COOP). County or city managers, or other local government entity, should have a COOP in place. The Amherst County Public Schools Leadership Team will decide what components of the COOP to implement, whether to cancel or postpone classes or to use alternative locations.

D. Restoration of Academic Learning

Restoring the academic learning environment may involve conducting classes in off-site locations, implementing online learning, or other continuity of learning activities as outlined in the Amherst County Public Schools Pandemic Influenza Response Plan. The Amherst County Public Schools and the School Board will confer with the Virginia Department of Education about changes to class schedules, academic calendars and graduation requirements, if needed. The Superintendent will ensure that the media, faculty, staff, students, and families have accurate and timely information concerning the progress of the restoration and recovery phase.

E. Psychological/Emotional Recovery

Psychological/emotional recovery involves the assessment of the emotional needs of all students, faculty, staff, and their families, and identifies those who need intervention by a school counselor, social worker, school psychologist, or other mental health professional. Additional community mental health resources are available from the local Community Services Board/Behavioral Health Authority, the Virginia Department of Criminal Justice Services, and the Virginia Criminal Injury Compensation Fund. Through this community collaboration, students, faculty, and staff will have the opportunity to receive short- and long-term mental health services, or obtain referrals for long-term counseling. In addition to providing mental health services for students, such services are to be made available to school personnel who were involved in the recovery efforts or who experienced adverse effects from the incident.

VI. INCIDENT/EMERGENCY RESPONSE PROTOCOLS

A. Overview of Responses

This section contains protocols for specific types of crisis/emergency events.

First are general or "universal" responses that are employed in association with multiple types of conditions. These include:

- Evacuation and Off-site Evacuation Procedures
- Lockdown Procedures
- Shelter-in-Place Procedures

Next are response protocols for specific threats and hazards; these are organized by type:

- **Critical incidents** are events that require an immediate response by public safety agencies and are managed by school administrators only until public safety officials arrive. These include:
 - security emergencies that adversely affect the operation of the school such as threats involving weapons, assault, or shooting;
 - natural disasters/weather-related emergencies such as earthquakes, tornadoes and severe weather;
 - environmental hazards such as utility failure or hazardous materials spill;
 - student or staff serious injury or death;
 - suicide or attempted suicide; and
 - perceived crises such as tensions arising from rumors of potential violence between students.
- **Medical emergencies** include possibly life-threatening situations arising from health conditions as well as unintentional and intentional injuries.

B. General Response

Evacuation and Off-site Evacuation Procedures

Schools are to pre-identify three types of evacuation locations:

1. On-site evacuation location within the school (i.e., auditorium, gym, cafeteria, etc.)
2. On-site evacuation location outside of the building (i.e., playground, football stadium)
3. Off-site evacuation location with a partner school or other facility, as well as an alternate location

Schools are to specify evacuation routes according to the type of emergency:

- **Bomb threats:** If assessment of threat justifies evacuation, principal/CMT notifies teachers/staff of evacuation route dictated by known or suspected location of a device.
- **Fire:** Follow primary routes unless blocked by smoke, fire or obstructions. Know the alternate route. Fire evacuation routes are posted in each classroom.

Hazardous Materials Spill Inside the Building: Total avoidance of hazardous materials is necessary as chemical and natural gas vapors can overcome people within a short period of time.

When implementing EVACUATION procedures: Principal/Crisis Management Team (CMT)

- Public safety (911) shall be notified immediately when an evacuation of a school occurs
- Determine evacuation routes based on location of the incident and types of emergency
- Communicate the need to evacuate the building or a specific area of the building (utilizing on-site evacuation location inside the building) to the building occupants by activating the fire alarm or plain language via public address system or bullhorn
 - Communicate changes in evacuation routes based on location and types of emergency
- Notify appropriate school division staff that an evacuation of the school has occurred
- The Emergency Evacuation Kit (Go-Kit) and the Emergency Medical Bag should be moved outside with the evacuees
- Monitor the situation and provide updates and additional instructions as needed
- During inclement weather, consider requesting buses for sheltering students
- Communicate when it is safe to re-enter the building or reoccupy a section of the school that was evacuated i.e., bell system, radio transmission, public address system or bullhorn

Teachers/Staff

- Exit the building using the designated emergency exit routes or as directed by the principal/CMT. Emergency exit routes are diagramed on the school floor plan drawing posted near the light switch inside each room
 - Use a secondary route if the primary route is blocked or hazardous
- Exit routes and the location of the on-site inside the building evacuation location will be selected and communicated by the principal/CMT at the time of the emergency and the evacuation
- Assist those needing special assistance
- During fire events, assist those needing special assistance to the FESA (Fire Evacuation Staging Area) rooms in multiple story buildings and await the arrival of emergency response personnel, as assigned
- Classroom teachers should wear the orange colored vest located in the back pocket of the red classroom flip chart entitled Crisis Management and Security Plan: Classroom Guide for Teachers
- Lock classroom doors when leaving
- Take school keys and car keys with you upon exiting the building

- Do not stop for student or staff belongings
- Take class roster with you
- Go to designated evacuation assembly area (minimum of 50 feet from building required in fire evacuation and 300 feet from building for bomb threat, chemical spill inside building or other directed evacuations)
- When outside the building or on-site inside the building evacuation location:
 - Check for injuries
 - Account for all students
 - Immediately report any missing, extra or injured students to the Building Principal/designee
 - Maintain control of students
 - Wait for additional instruction

When implementing OFF-SITE EVACUATION procedures:

Principal/Crisis Management Team (CMT)

- Public safety (911) should be notified immediately when an evacuation of a school occurs
- On-site evacuation procedures should be executed prior to initiating an off-site evacuation
- Designated staff assigned radios and/or cell phones should wear their lime green vest
 - The Emergency Evacuation Kit (Go-Kit) and the Emergency Medical Bag shall be moved outside the building with the evacuees
- Determine if circumstances require students and staff to be evacuated to an off-site location
- Prior to initiation of an off-site evacuation, the principal, program manager or designee, shall consult with and obtain authorization from the Division Superintendent, the Assistant Superintendent, or their designee
- Notify teachers and staff of the plan to evacuate to an off-site location
- Notify the receiving site prior to initiation of the off-site movement
- Announce evacuation
 - Specify any changes in off-site evacuation routes based on location and types of emergency
- Implement student release procedures at the off-site location, if applicable
 - Document the release of any students to an authorized family member or legal guardian

Teachers/Staff

- Implement teachers/staff EVACUATION procedures for on-site evacuation location outside of the building (listed above)
- Follow direction of principal/CMT concerning movement to off-site location
- Remain with your class while enroute to the off-site location
- Take attendance upon arriving at the off-site location

- o Check for injuries
- o Immediately report any missing, extra or injured students to Student Accountability Coordinator
- o Continue to maintain control of students

- Wait for additional instructions
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