

**AN ORDINANCE AMENDING CHAPTER 5, ARTICLE 2, SECTION 5-2.1  
ENTITLED "WRITTEN SCHOOL CRISIS AND EMERGENCY PLAN  
REQUIRED; SAFETY AUDITS REQUIRED" OF THE POLICIES OF THE  
SUFFOLK CITY SCHOOL BOARD - FIRST READING**

**BE IT ORDAINED**, by the School Board of the City of Suffolk, Virginia that Chapter 5, Article 2, Section 5-2.1 entitled "Written school crisis and emergency plan required; safety audits required" of the Policies of the Suffolk City School Board, be, and the same is hereby amended as follows:

**Section 5-2.1. Written school crisis and emergency plan required; safety audits required.** — A. Each school shall develop a written school crisis, emergency management and medical emergency plan as defined in this Article. The School Board includes the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, in the development of such plans. The School Board and the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, annually reviews each school's plan. The Department of Education and the Virginia Center for School and Campus Safety (VCSCS) will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Board of Education and the ~~Virginia Center for School and Campus Safety (VCSCS)~~. ~~Upon recommendation of the school superintendent, the School Board designates an emergency manager.~~ Suffolk Public Schools has designated the Chief of Administrative Services as emergency manager.

B. Each school ~~shall also conduct~~ annually conducts school safety audits as defined herein and in collaboration with the chief law-enforcement officer of the locality or with that officer's designee. The results of such school safety audits will be made public within 90 days of completion. The School Board may withhold or limit the release of any security plans, walk-through checklists and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. The completed walk-through checklist will be made available upon request to the chief law-enforcement officer of the locality or his designee.

Each school ~~shall~~ 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 shall make a copy of such report available for review upon request.

C. Each school submits a copy of its school safety audit to the superintendent. The superintendent collates and submits all such school safety audits, in the prescribed format

and manner of submission, to the ~~Virginia Center for School and Campus Safety~~ VCSCS and shall make available upon request to the chief law-enforcement officer of the locality the results of such audits for the officer's review and recommendation. The superintendent includes the designation of the division safety official, which includes a current mailing address, a current working daytime phone number, a current functional email address, and a current functional fax number, with the school safety audits when they are submitted to VCSCS.

D. 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.

E. "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 shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in Va. Code § 19.2-11.01, as well as current contact information for both.

"School safety audit" means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses include recommendations for structural adjustments, changes in school safety procedures and revisions to the Standards of Student Conduct. The audit is consistent with a list of items ~~to be reviewed and evaluated identified by the Virginia Center for School and Campus Safety~~ VCSCS to be reviewed and evaluated. As part of each audit, the School Board creates a detailed and accurate floor plan for each school building or certifies that the existing floor plan is sufficiently detailed and accurate.

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

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

- a. written procedures to follow in emergencies such as fire, injury, illness, allergic reactions and violent or threatening behavior. The procedures include Policy 9-20.11 Administering Medicine to Students. The plan is outlined in the student handbook and discussed with staff and students during the first week of each school year;
- b. space for the proper care of students who become ill;

- c. a written procedure, in accordance with guidelines established by the School Board, for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and
  - d. written procedures to follow for the safe evacuation of persons with special physical, medical or language needs who may need assistance to exit a facility.
- (Adopted October 14, 2004; Ordinance Number 04/05-8; Effective Date: July 1, 2005; Revised May 12, 2016; Ordinance Number 15/16-35; Effective Date: July 1, 2016; Revised October 10, 2019; Ordinance Number 19/20-20; Effective Date: October 10, 2019; Revised April 15, 2021; Ordinance Number 20/21-21; Revised May 11, 2023, Ordinance 22/23-85).

**Legal Authority** - Virginia Code §§ 2.2-3705.2, 22.1-279.8, ~~Acts 2006, c. 164~~, and 8 VAC 20-131-260 (1950), as amended.

**BE IT FURTHER ORDAINED** that all phrases, clauses, sentences, paragraphs, subsections, sections and chapters of the School Board's Policy Manual not amended or repealed shall remain in full force and effect.

**FIRST READING:** \_\_\_\_\_

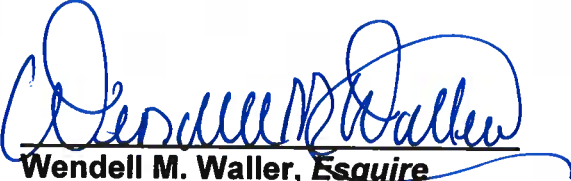
**SECOND READING:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_

**CLERK**

**Approved as to form and content:**

  
**Wendell M. Waller, Esquire**  
**School Board Attorney**