

Virginia Department of Criminal Justice Services
Center for School and Campus Safety

Richmond, VA

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Memo No. VCSCS 20-002

MEMO To: Virginia Public School Division Superintendents and School Safety Audit Contacts
(Please share with other division staff, schools, and first responder partners as appropriate)

CC: VCSCS Staff
Maribel Saimre, Virginia Department of Education
Vijay Ramnarain, Virginia Department of Education

From: Shellie Evers, School Safety Audit Coordinator

Date: August 30, 2019

Subject: Provision of Annual School Safety Training for Students and Staff *(HB1732, Effective July 1, 2019)*

During the 2019 legislative session, HB 1732 amended the Code of Virginia and added the following section, effective July 1:

*§ 22.1-137.3. School safety procedures; emergency situations; annual training.
In addition to complying with the requirements for drills set forth in §§ 22.1-137, 22.1-137.1, and 22.1-137.2, each school board shall develop training on safety procedures in the event of an emergency situation on school property. Such training shall be delivered to each student and employee in each school at least once each school year.*

HB1732 also requires that the Board of Education shall develop guidelines for the development and delivery of the training. Per this legislation, the Virginia Department of Education will be developing the formal guidelines, and a committee is meeting to begin this task.

The purpose of this memo is to provide interim guidance and training recommendations for this change to Virginia Code.

Certainly, until more formal guidelines are issued, the safety training procedures offered are at the discretion of each division, and will need to be tailored to the individual division's locations, threat assessment procedures, and their lockdown, evacuate, and shelter in place protocols.

DCJS/Virginia Center for School and Campus Safety
Interim Recommendations
for Meeting the Requirements of § 22.1-137.3 (HB 1732):

For Staff:

- Distribute the [Legislative Summary for Schools](#) and discuss how the school division is working to meet each of the requirements, as applicable.
- Provide the [Virginia Department of Education's Model Policy to Address Bullying Protocols](#), discuss the legal definition of bullying, process for reporting, rectifying instances of bullying, and any division or school initiatives already in place.
- Include local law enforcement and fire/EMS first responders in all relevant training and ask them to serve on division and school safety, crisis planning, and/or threat assessment teams. (NOTE: Law enforcement is required on school threat assessment teams, and first responders are now mandated to be a part of the school's crisis management plan development).
- Introduce your division's emergency manager ([Guidance on Emergency Manager Designee](#)).
- Provide an overview of the [School Safety Audit](#) components using the [Virginia School Safety Audit Infographic](#)) and provide information related to the crisis planning that is in place at the division level, as well as a link to the secondary school climate reports. Secondary school and division climate survey reports (where applicable) are available for review [here](#).

The five components of the Annual School Safety Audit are:

1. [School Safety Audit Survey](#)
 2. [School Division Safety Audit Surveys](#)
 3. [Crisis Management Plan Certification](#)
 4. [Virginia Secondary School Climate Survey](#)
 5. [School Safety Inspection Checklist](#)
- Have all staff watch the [Critical Incident Response Video](#) and provide the accompanying [Critical Incident Response for School Faculty and Staff](#) to discuss any differences in procedure from the run, hide, fight information provided in the video.
 - Have all staff watch the [K-12 Threat Assessment Video](#) and review the accompanying [K-12 Threat Assessment in Virginia: A Prevention Overview for School Staff, Parents, and Community Members](#) manual, then talk about what to do if they see someone exhibiting aberrant or concerning behavior.
 - Offer the [Virginia Educators Guide for Planning and Conducting Emergency Drills](#) as a resource and discuss the required drills, and any additional drills or exercises the division plans to conduct during the year.
 - Have transportation staff watch the [Virginia Schools Bus Driver and Monitor Video](#)

and review the [Virginia Schools Bus Driver and Monitor Safety and Security Manual](#).

For Students:

- Incorporate the above information in an age appropriate way based on grade level, and staff and first responder input.

We sincerely hope this information is helpful. Thank you for your efforts at enhancing school safety. Have a great school year, and please let me know how I, or my colleagues can support you in your efforts. –Shellie Evers

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