



COMMONWEALTH of VIRGINIA  
Department of Education

July 17, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Annual Review of Crisis Plans**

In accordance with the *Code of Virginia* at § [22.1-279.8](#), local school boards are required to annually review the written school crisis, emergency management, and medical emergency response plans of each school in the division. **The superintendent shall certify in writing that review has taken place no later than August 31 of each year to the Virginia Center for School and Campus Safety (VCSCS) at the Virginia Department of Criminal Justice Services.**

The *Code of Virginia* also provides that 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 § [2.2-3705.2](#).

In addition, § [22.1-279.8](#) includes the requirement for developed written crisis plans, the role of the Virginia Department of Education, the Virginia Department of Criminal Justice Services, the Virginia Criminal Injuries Compensation Fund and emergency assistance, the VCSCS, and safety audit information. Additional information related to new legislation that impacts schools can be found at the [Virginia Center for School and Campus Safety](#) Web site.

In order to certify the completion of the crisis plan review, superintendents will use the same Web-based "Survey Manager" Web site as provided in the 2014 crisis plan review and safety audit survey processes. The VCSCS will send usernames and passwords to superintendents by email for logging on to the Web site. The superintendent will need only to provide his/her initials and select the "certification" button to complete the process after login. **The deadline for certification compliance is August 31, 2015.** For more information about the crisis management plan, visit [School Crisis Management Review and Certification](#).

This information is available on the [VCSCS](#) Web site. Questions may be directed to Donna Michaelis, [Donna.Michaelis@dcjs.virginia.gov](mailto:Donna.Michaelis@dcjs.virginia.gov), manager, Public Safety Training and the Virginia Center for School and Campus Safety; (804) 371-6506, or Jessica Smith, [Jessica.Smith@dcjs.virginia.gov](mailto:Jessica.Smith@dcjs.virginia.gov), program specialist; (804) 786-5367.

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