
CRISIS PREVENTION RESPONSE PLANS

1.0 Policy

Each school within the district shall develop and annually update a crisis prevention response plan, using the universal template published by the West Virginia Board of Education. Each crisis prevention response plan shall also contain procedures for informing and training school personnel on any actions required of them to effectuate the school's school specific crisis response plan.

2.0 Filing

Each school's school specific crisis response plan shall be in place and filed with the Board, and included in a secure electronic system identified by the Division of Homeland Security and Emergency Management, no later than August 1, 2013, or soon after completion by the school, whichever occurs first. Each school shall file either an updated crisis response plan or a memorandum stating that no update to the crisis response plan was necessary with the Board and the Division of Homeland Security and Emergency Management no later than August 1 of each year after 2013.

3.0 Protected Information

School specific crisis response plans shall identify the necessary safeguards to protect information contained in each school specific crisis response plan that may be considered protected critical infrastructure information, law enforcement sensitive information or for official use only. These safeguards must have the approval the Division of Homeland Security and Emergency Management; county boards shall provide the same necessary safeguards for the information in the plan.

4.0 Crisis Response Planning Teams

Each school shall form a crisis response planning team, which may consist of the school's Local School Improvement Council or a separate team consisting of the principal, two teachers, one service personnel and two parents of children attending the school. In addition, the school may include on the team one member of the county board, a school counselor, a member from local law-enforcement authorities, the local county emergency services director and one student in grade ten or higher if the school has those grades.

5.0 Availability and Publication

Redacted copies of the school crisis response plan shall be available for public inspection and for the release and notice to parents of information related to the plan. Copies of each school's crisis response plan shall be provided to each local emergency response agency that has a role in a school crisis response plan.

6.0 Annual Notice

Each school shall annually send notice home to all parents and guardians of students at the school alerting the parents and guardians to the existence of the crisis response plan and the ability to review a redacted copy at the offices of the county board.

7.0 Review Schedule

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

AUTHORITY: W. Va. Code §18-9F-9; West Virginia Board of Education Policy 4373

ADOPTED: 09/23/14

REVISED: _____