



COMMONWEALTH of VIRGINIA
Department of Education

DATE: June 29, 2018
TO: Division Superintendents
FROM: James F. Lane, Superintendent of Public Instruction
SUBJECT: **Annual Review of Crisis Plans**

In accordance with Section §[22.1-279.8](#) ➡ of the *Code of Virginia*, local school boards are required to annually review the written school crisis, emergency management, and medical emergency response plans of each school in their 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 (DCJS).

In addition, the *Code of Virginia* §[22.1-279.8](#) ➡ includes the requirement for development of written crisis plans and defines the role of the Virginia Department of Education (VDOE), DCJS, the Virginia Criminal Injuries Compensation Fund and emergency assistance, and the VCSCS.

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 order to certify the completion of the crisis plan review, superintendents will use the same "Survey Manager" website as provided in the 2018 crisis plan review and safety audit survey processes. The VCSCS will send usernames and passwords to superintendents by email to log-in to the website. After log-in, the superintendent will need to provide his or her initials and select the "certification" button to complete the process. The deadline to certify that the annual review has been completed is August 31, 2018.

Information about the crisis management plan review is available at the Virginia Department of Criminal Justice Services (DCJS) website at: [DCJS/Crisis Management Plan](#) ➡.

If you have any questions or need additional information, please contact Shellie Evers by email at Shellie.Evers@dcjs.virginia.gov ✉; telephone at (804) 678-8993, or James Christian by email James.Christian@dcjs.virginia.gov ✉; telephone (804) 357-0967.

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