

SCHOOL-BASED COMPREHENSIVE EMERGENCY RESPONSE PLAN AND DRILLS (SCERP)

The Virgin Islands Board of Education recognizes that the safety, security and well being of students and school personnel of the Virgin Islands Public School System are important during a natural or man-made disaster or any emergency that requires the implementation of procedures for the coordinated movement and/or evacuation of the occupants of the schools.

Under the auspices of the Office of the Insular Superintendent, each school shall design, a plan that complies with to its school environment and should ensure the security and welfare of all students and school personnel.

Thus, the Virgin Islands Board of Education hereby establishes the following School-Based Comprehensive Emergency Response Plan and Drills (now referred to as SCERP) in all public schools of the Virgin Islands.

SCHOOL CRISIS TEAM

Each school in the Territory shall create a school crisis team which shall include, at a minimum, at least one representative from each of the following groups: school administrators, guidance counselors, teachers, nurses, custodian staff and parents.

The team shall be required to:

1. Meet with VITEMA, the V.I. Fire Department, Public Health officials and community safety officers for their review and recommendations on how to recognize and respond to different types of catastrophes.
2. Conduct a site walk through the school and immediate community in order to:
 - a. learn the school structural nuances and configurations
 - b. evaluate and identify pathways for effective evacuation during emergencies.
 - c. identify effective places for sheltering students and other school personnel on site.
 - d. evaluate and identify obstacles that may prevent effective evacuation on the school premises and in the immediate neighborhood.
3. Develop and implement a Comprehensive Crisis Plan and integrate the plan into the curriculum.

4. Assign responsibilities to members of the team that should be followed in the event of an emergency.
5. Conduct practice drills.
6. Re-evaluate the plan annually and revise it when necessary.

CRISIS PLAN

The Crisis Plan shall consist of the four (4) phases of emergency management.

- a. Mitigation – This phase shall be comprised of actions that reduce or eliminate long-term risk to people and property from disasters, such as addressing the safety and integrity of school buildings, security, culture and climate of schools to prevent violence or other types of disturbances.
- b. Preparedness – This phase focuses on planning for natural disasters and human-made disasters and involves understanding the community emergency plans and developing procedures for evacuation, lockdowns, and/or sheltering-in-place for the following catastrophes:
 1. Fire
 2. earthquakes
 3. tsunamis
 4. bombings/bomb threats
 5. shootings
 6. flooding
 7. campus disturbances/riots
 8. acts of terrorism
- c. Response – The response phase shall include the actual steps taken to save lives and prevent further damage during a crisis.
- d. Recovery – The recovery process entails methods to restore the learning and teaching environment after a disaster.

When practical the same procedure may be used for more than one disaster.

Procedures shall be developed based upon:

- (a) the type of disaster
- (b) the layout of the building(s)
- (c) the population of the school

The plan shall be approved by the principal and the superintendent of each district.

DISASTER CODES

The Department of Education shall develop recognizable codes and technological initiatives to be utilized in time of emergency for each of the following disasters and shall familiarize all school personnel and students within all districts of said codes.

1. Fire
2. earthquakes
3. tsunamis
4. bombings
5. shootings
6. flooding
7. campus disturbances/riots
8. acts of terrorism

Codes shall be uniform throughout the Territory to ensure that all VI students will be familiar with the school codes.

BUILDING DRILLS FOR EVACUATION, LOCKDOWN, ON-SITE-SHELTERING

Building evacuation drills shall be conducted at least four times each school year.

1. The first evacuation drill shall be held within the first month after school officially opens.
2. If necessary, additional drills may be conducted to build capacity to respond to all types of catastrophes.

STUDENT AND SCHOOL PERSONNEL INSTRUCTIONS

All students and school personnel shall receive instruction about natural and human-made catastrophes and the appropriate measure to be employed during their duration at school, home or in the community.

REPORTING AND MAINTAINING OF DATA

1. The Department of Education shall forward all school plans to the Virgin Islands Board of Education.
2. At the end of each school year, the principal shall file an Emergency Disaster Report (EDR) with the Department of Education who will then forward a summary report to the Virgin Islands Board of Education.
3. The EDR shall include:
 - each emergency or disaster that occurred at said school during a given marking period,
 - the date of the incident, procedures utilized during the incident,
 - the campus population at the time of the incident, and
 - the time it took to evacuate all present.

4. Where there are no emergencies or disasters during a given marking period, the report shall consist of
 - the types of drills conducted,
 - the dates of the drill,
 - the number of persons on campus at the time of the drills, and
 - the time it took to evacuate all present.