



## MEMORANDUM

**TO:** School Administrators and Building Managers  
**FROM:** Zachary Pope, Emergency Manager  
**DATE:** August 9, 2018  
**SUBJECT:** BOY - Emergency Management Updates

School Administrators and Building Managers,

Allow me to introduce myself. My name is Zach Pope and I am APS' new Emergency Manager. I am excited to have an opportunity to meet all of you over the next couple months. Last school year you collectively held 100% of the safety and emergency drills mandated by the Virginia Department of Education and Virginia Statewide Fire Prevention Code. Also, we were able to complete the Department of Criminal Justice Service's School Safety Audit on time. **Congratulations!** Given the number of testing days and other instructional activities going on throughout the year, that is impressive. With your help, I am looking forward to helping the district maintain perfect record.

I have streamlined our reporting processes in line with last year's procedures:

- **Emergency Management Plan Review** – Your bi-annual review of the emergency management plan is required within the first two weeks of school starting. Plans are at the print shop and will be distributed once we receive them to administrators and teachers.
- **School Crisis Response Team** – Principals should complete the School Crisis Response Team membership form, designating one member from each of the areas to represent that discipline (e.g., one social worker, one school psychologist, etc...). Upon submission the form will be shared with team members, division leadership and student services.
- **Fire Plan Review** – Your annual review of your fire plan is required before school starts with your Crisis Management Team. If you have changes please communicate those via tracked changes in email to [zachary.pope@apsva.us](mailto:zachary.pope@apsva.us).
- **Emergency Procedures Posters** – New emergency procedures posters with the essential three-five steps have been developed and are being printed to go into all instructional areas and office suites. Schools are encouraged to laminate them upon receiving them.
- **Drills** – Drills are required to be completed by each school. Similar to last year any sounding of the fire alarm, whether scheduled or unscheduled should be reported via the Google Form. Our school division goal is for fire drills to be completed in under 5 minutes.
- **Red Binder** – Each school should have a red safety, security, risk and emergency binder assigned to it. New emergency management plans, fire safety plans, school crisis response team contact information, crisis counseling team contact information, threat assessment team contact information, school floor plans, master school roster, fire alarm and security passwords, fire alarm drill procedures, and other important information should be placed in this binder.

### Drill Tips

- Drills are required and not optional, plan way in advance and communicate with your School Crisis Response Team.
- Evacuation time is calculated from the time the alarm sound until the last occupant steps out of the building.
- Before you submit print the Google Form and hole punch to be placed in your Red Safety Binder for inspection by the Fire Marshal's office upon request.

- You do not have to send a copy of the record to Safety Coordinator or the Fire Marshal.
- A reference guide to the required drills and reviews are located below

Week/Month	Fire Drill	Lockdown Drill	Emergency Management Plan	Fire Safety Plan
1 <sup>st</sup> Week of School	X	X		
2 <sup>nd</sup> Week of School	X	X	X	X
3 <sup>rd</sup> Week of School	X			
4 <sup>th</sup> Week of School	X			
October	X			
November	X			
December	X			
January	X	X	X	X
February	X			
March	X			
April	X	X		
May	X			
June	X			

#### Submission Links

- [Emergency Management Plan Review](#)
- [School Crisis Response Team Membership](#)
- [Fire Plan Review](#)
- [Drill Submission](#)

These links will be updated on the APS website under Staff and then Employee Policies and Forms. It is recommended that you bookmark them as well.

Thank you for continuing to keep our students safe and I look forward to an awesome year. As a reference of what reviews and drills you have completed you can access the Tally Worksheet. If you have any questions or need any support please don't hesitate to contact me at (703) 228-6072 or zachary.pope@apsva.us.

*Please hole punch this memo and keep it in the front of your Red Safety Binder for future reference.*

Sincerely,

Zachary Pope, M.Ed. CEM®  
Emergency Manager