Safe Schools Guide
Preparing for a Crisis

Each LCPS school has developed an Emergency Response Plan (ERP) tailored to their specific school facility and campus. These plans are not available to the public for security purposes; however, first responders, such as law enforcement personnel and fire and rescue crews, have mobile access to all plans and data to utilize in an emergency event. Students and staff become familiar with the plan by participating in regular fire, tornado and lock down drills.

Preventive Programming

The LCPS Department of Pupil Services conducts a series of ongoing activities designed to create and maintain a safe, positive, inclusive and supportive learning environment. More information about the following activities can be found at https://www.lcps.org/mentalhealthservices. These activities include:

- Positive Behavioral Interventions and Supports (PBIS)
- Suicide Prevention
- Bullying Prevention Programs
- Restorative Practices
- Crisis Intervention Response
- School-Based Mental Health Services
- Threat Assessment
Securing Our Campuses

All new schools are designed and constructed with secure entry vestibules that facilitate visitor monitoring when entering the building. The secure vestibule is equipped with a visitor engagement system with audio and video connectivity to the office staff who interact with visitors to ascertain the purpose for the visit. Once access is permitted, visitors are required to sign in via a visitor management system that compares the visitor’s identity against the national Law Enforcement database.

The FY2019 School Board adopted Capital Improvements Program includes two projects designed to further enhance the security at our schools. All existing buildings will undergo an evaluation that compares physical access to the facility against the current secure vestibule design. Additionally, electronic key card access systems are being installed at all schools that will effectively eliminate exterior door keys and allow access to be managed in real time in terms of who and when entry is permitted by staff and others as appropriate.

Internet Security

Cyber threats are among the most common security issues addressed by school staff and law enforcement today. In an effort to contain these threats, the Department of Digital Innovation (DDI) operates controls that include, but are not limited to, content filtering, malware protection, intrusion prevention and firewalls, which operate in conjunction with monitoring, reporting and alerting systems.
Communication in a Crisis

LCPS uses Blackboard Connect, social media, the LCPS website, Loudoun Alerts and the LCPS mobile app to communicate during emergencies. Parents are encouraged to keep their contact information updated in order to receive these messages and to download the LCPS app, which sends push notifications. LCPS was among the first large school systems in the country to adopt the Department of Homeland Security’s “See Something, Say Something” campaign. To report suspicious activity to school staff and law enforcement immediately, call 703-777-1021 or 877-4VA-TIPS (877-482-8477).

Collaboration

In addition to LCPS Division of Safety Security, School Security Officers (SSOs), and Security Patrol Officers, LCPS partners with both the Loudoun County Sheriff’s Office and Leesburg Police Department to provide School Resource Officers (SROs) and Drug Abuse Resistance Education (DARE) Officers to LCPS schools.
All schools and staff will implement programs and services that promote a safe, positive, supportive and healthy learning environment to include:

- suicide prevention;
- bullying prevention;
- restorative practices;
- positive behavioral supports/behavior interventions;
- threat assessment;
- crisis intervention/response; and

training in support of the Department of Education’s recommendation for ‘Run, Hide, Fight’ to accompany ‘Lockdown’ for violent active intruder incidents.”
Do’s and Don’ts During a Crisis

1. DON’T call the school. Neither school nor district staff may be able to receive your phone calls, speak to you at length or share details when dealing with a crisis.

2. DON’T go to the school. Additional people and vehicular traffic may impair progress in restoring normal operations. Your school administrator will notify you of when it is safe to go to the site.

3. DO visit the district’s website at www.lcps.org for updates about the emergency situation.

4. DO check your email account for information from the school or district. Parents can review and update the contact information they have on file with the division by logging into their ParentVUE account. Parents may also download the LCPS mobile app from Google Play or the Apple App Store in order to receive push notifications from LCPS.

5. DO know the definitions of emergency responses:
   - **Lock out**: All exterior entrances to a school are secured and no one is allowed in or out of the building. All activities inside the building continue normally.
   - **Lock down**: All exterior entrances to a school are secured and no one is allowed in or out of the building. All classroom doors are locked, windows on those doors are covered and students may be directed to shelter in place.
   - **Evacuation**: Students and staff are transported to an alternate location via school buses. Often, the alternate site is a nearby school where restrooms and food services are available. Reunification plans are communicated to families after an evacuation so that arrangements can be made for students to retrieve their belongings and go home to their families.

6. DO remember that your child’s welfare is always the top concern of school leaders, teachers and staff.