

## SUPPORT SERVICES

File: EB-R

### SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLAN

The School Board designates the position of Assistant Superintendent for Finance and Operations as the Emergency Manager. In the event the Emergency Manager is not available, the Director of Student Services and Achievement will serve as the alternate.

#### School Crisis, Emergency Management and Medical Emergency Response Plan

1. Each Charlottesville City School Principal shall develop a written school crisis, emergency management and medical emergency response plan under the direction of the Assistant Superintendent for Finance and Operations.
2. A description of the required elements is located in Policy EB.
3. It is required that the plan include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan where there are victim.
4. The plans shall be reviewed annually by the School Board. The review shall be documented and filed with the School Board Clerk. The plans will be maintained in the office of the Assistant Superintendent for Finance and Operations.
5. Access to school crisis, emergency management and medical emergency response plans by the public will be restricted or withheld for safety or security concerns from any Freedom of Information Act (FOIA) request.

#### School Safety Audits

1. School safety audits shall be conducted annually at each school under the direction of the Assistant Superintendent for Finance and Operations. The audits shall be made public within 90 days of the completion of the audit with exceptions as described in Policy EB.. A copy of the safety audit, excluding such security plans and vulnerability assessment components, shall be maintained in the office of the principal and Assistant Superintendent for Finance and Operations and made available to the public with a written request.
2. The completed walk-through checklist will be made available upon request to the chief law-enforcement officer of the locality or his designee.
3. The criteria for a safety audit are located in Policy EB.

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4. The Superintendent shall designate a Safety Audit Committee who will review the audits and provide recommendations to the School Board for safety improvements.

### Inspections and Drills

1. The Assistant Superintendent for Finance and Operations shall serve as the contact with state and local agencies for required inspections, drills and equipment.
2. In that role, the Assistant Superintendent for Finance and Operations shall
  1. assure that records of safety, health and fire inspections shall be maintained at each school and certified by the agency conducting the inspection.
  2. collaborate with the local health and fire departments to set the inspection schedule.
  3. work with the City of Charlottesville Maintenance Department to be certain all hardware required by the Uniform Statewide Building Code has been installed.
  4. monitor that each school conducts fire drills at least once a week during the first twenty days of school and at least once a month during the remainder of the school term.
  5. assure that evacuation routes for students shall be posted in each room.
  6. require that each school conduct at least one simulated lockdown activity early in the school year.
  7. require all principals and head custodians to inspect all fire escapes, emergency exits and other areas critical to the safety of students and staff at least once a month.
  8. collaborate with the contractor to inspect all fire extinguishers at least annually.
3. Principals shall notify the Assistant Superintendent for Finance and Operations when any fire extinguisher has been discharged.

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Legal References: Code of Virginia, 1950, as amended, §§ 2.2-3705, 22.1-279.8  
Acts 2006, c. 164, 22.1-137

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Cross References.:	CLA	Reporting Acts of Violence and Substance Abuse
	EBAA	Reporting of Hazards
	EBBA	Emergency First Aid, CPR and AED Certified
	EBCB	Personnel
	GBEB	Staff Weapons in School
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JFCD	Weapons in School
	JFCE	Gang Activity or Association
	JHCD	Administering Medicines to Students
	JHH	Suicide Prevention
	KK	School Visitors