

SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLAN

The School Board designates the position of Chief Operations Officer as the Emergency Manager. In the event the Emergency Manager is not available, the Director of Student Services 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 Chief Operations Officer.
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 victims.
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 Chief Operations Officer.
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 Chief Operations Officer. 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 Chief Operations Officer 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.
4. The Superintendent shall designate a Safety Audit Committee that will review the audits and provide recommendations to the School Board for safety improvements.

Inspections and Drills

1. The Chief Operations Officer shall serve as the contact with state and local agencies for required inspections, drills, and equipment.
2. In that role, the Chief Operations Officer shall
 - assure that records of safety, health and fire inspections shall be maintained at each school and certified by the agency conducting the inspection.
 - collaborate with the local health and fire departments to set the inspection schedule.
 - work with the City of Charlottesville Maintenance Department to be certain all hardware required by the Uniform Statewide Building Code has been installed.
 - 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.
 - assure that evacuation routes for students shall be posted in each room.
 - require that each school conduct at least one simulated lockdown activity early in the school year.
 - 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.
 - collaborate with the contractor to inspect all fire extinguishers at least annually.
3. Principals shall notify the Chief Operations Officer when any fire extinguisher has been discharged.

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Revised: January 10, 2011
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Revised: August 1, 2019
Revised: August 6, 2020
Revised: November, 4, 2025

Legal References: Code of Virginia, 1950, as amended, §§ 2.2-3705, 22.1-279.8
Acts 2006, c. 164, 22.1-137
8 VAC 20-131-260

Cross References.: CLA Reporting Acts of Violence and Substance Abuse
EBAA Reporting of Hazards

SUPPORT SERVICES

File EB-R

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EBBA	Emergency First Aid, CPR and AED Certified
EBCB	Personnel
GBEB	Staff Weapons in School
JFC	Student Conduct
JFCD	Weapons in School
JFCE	Gang Activity or Association
JHCD	Administering Medicines to Students
JHH	Suicide Prevention
JM	Restraint and Seclusion of Students
JO	Student Records
KK	School Visitors