

SUPPORT SERVICES

File: EB-R

SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLAN

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 of Administrative Services.
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 Administrative Services.
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 Administrative Services. The audits shall be made public within 90 days of the completion of the audit. Exceptions include the release of any security plans and specific vulnerability assessment components as provided in the FOIA. 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 and made available to the public with a written request.
2. The criteria for a safety audit are located in [Policy EB](#).

Inspections and Drills

1. The Assistant Superintendent for Administrative Services shall serve as the contact with state and local agencies for required inspections, drills and equipment.
2. In that role, the Assistant Superintendent shall

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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 Administrative Services 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
8 VAC 20-131-260

Cross References.:

CLA	Reporting Acts of Violence and Substance Abuse
EBAA	Reporting of Hazards
EBBA	First Aid/CPR Certified Personnel
EBCB	Fire Drills
GBEB	Staff Weapons in School
JFC	Student Conduct
JFC-R	Standards of Student Conduct
JFCD	Weapons in School
JFCE	Gang Activity or Association
JHH	Suicide Prevention
KK	School Visitors