GUIDANCE ON
EMERGENCY MANAGER DESIGNEE

In 2013, Virginia Governor Robert F. McDonnell convened the School and Campus Safety Taskforce, which focused on improving safety in public schools, and on college and university campuses throughout the Commonwealth. As a result of this taskforce, the 2013 Virginia General Assembly passed HB 2346 (http://lis.virginia.gov/cgi-bin/legp604.exe?ses=131&typ=bil&val=HB2346) which amended § 22.1-279.8 of the *Code of Virginia* dealing with school safety audits and school crisis, emergency management, and medical response plans.

Effective July 1, 2013, this new legislation requires all public school divisions in the Commonwealth to designate an emergency manager. The purpose of this document is to provide information and guidance pertaining to the Emergency Manager Designee.

Code of Virginia Requirements

The following are excerpts from § 22.1-279.8. School safety audits and school crisis, emergency management, and medical emergency response plans required by the *Code of Virginia* that pertain specifically to the designation of an emergency manager.

> D. Each school board shall ensure that every school that it supervises shall develop a written school crisis, emergency management, and medical emergency response plan, consistent with the definition provided in this section*, and shall provide copies of such plans to the chief law-enforcement officer, the fire chief, the chief emergency medical services official, and the emergency management official of the locality.* ***Each school division shall designate an emergency manager…***

Possible Responsibilities for Emergency Manager Designee

The Emergency Manager has the potential to be an important partner to first responders and an enhancement to daily safety in schools. This may be a role already in place under a different title. Since there were no requirements for an additional person to be hired for this role, many school divisions may find it helpful to realign responsibilities with existing requirements. The list below suggests some potential responsibilities of the Emergency Manager Designee utilizing responsibilities already required of schools and/or School Boards and school divisions:

- Assists administrators in evaluating, implementing, and coordinating physical security improvements to division buildings.
- Attends relevant training in broad and narrow areas of emergency planning over time to supplement existing knowledge.
- Communicates with the local law enforcement, fire department, and school division personnel in monitoring and surveying the local unit security needs.
- Directs all safety and emergency-preparedness plans for the division and all schools.
- Ensures at least annual sharing of all safety and emergency-preparedness plans for the division and all schools with fire and law enforcement first responder partners.
- Reports any school or campus emergency that results in victims to the Virginia Department of Criminal Justice Services at www.dcjs.virginia.gov/research/reportemergency

- Serves as liaison between school division and first responders and community agencies for shelter activation, large-scale emergencies in the locality that may impact the school divisions' ability to deliver services/remain open.
- Serves as Superintendent's designee to certify crisis plan completion as administered annually by the Virginia Center for School Safety.
- Serves as Superintendent's designee to complete division-wide safety survey tri-annually or as administered by the Virginia Center for School Safety.
- Serves on any division level safety inspection checklist, safety audit, crisis management or threat assessment teams that may exist within the division.
- Supports local law enforcement agencies regarding investigations in the areas of theft, violence, substance abuse, and other security and property violations.
- Other duties/responsibilities as assigned by division supervision.

CONTACTS

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