



## GUIDANCE ON EMERGENCY MANAGER DESIGNEE

*Revised July 1, 2019*

Effective July 1, 2013, the Code of Virginia § 22.1-279.8 was amended to require 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 include the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the relevant regional emergency medical services, and the emergency management official of the locality, or their designee, in the development of such plans. 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. Since there are 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:

- Reports any school or campus emergency that results in victims to the Virginia Department of Criminal Justice Services at <https://www.dcjs.virginia.gov/victims-services/report-campus-local-emergency>
- Ensures at least annual involvement in development, and provision of copies of all safety and emergency-preparedness plans for the division and all schools with *“the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the relevant regional emergency medical services, and the emergency management official of the locality, or their designee”* as outlined above.
- Communicates with the local law enforcement, fire department, and school division personnel in an emergency, and when monitoring and surveying local security needs.
- 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.
- Directs all safety and emergency-preparedness plans for the division and all schools.
- Assists administrators in evaluating, implementing, and coordinating physical security improvements to division buildings.
- Serves as Superintendent’s designee to complete components of the **Annual School Safety Audit Program**, as administered by the Virginia Center for School and Campus Safety.
- Attends relevant training in broad and narrow areas of emergency planning over time to supplement existing knowledge.
- Serves as Superintendent’s designee to complete division-wide safety survey annually or as administered by the Virginia Center for School and Campus 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**

For more information on the Emergency Manager Designee, please contact either of the following staff:  
Shellie Evers, via email at [Shellie.Evers@dcjs.virginia.gov](mailto:Shellie.Evers@dcjs.virginia.gov) or telephone at (804) 629-7042; or  
James Christian, via email [James.Christian@dcjs.virginia.gov](mailto:James.Christian@dcjs.virginia.gov) or telephone (804) 357-0967.

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, VA 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)