

## EMERGENCY SITUATION STAFFING

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000 requires that localities prepare and keep current an emergency operations plan. Such a plan has been developed and adopted by the governing bodies of Charlottesville, Albemarle County and the University of Virginia. In accordance with this plan, the Board recognizes that emergency preparedness requires the careful planning for handling of disasters that affect citizens. In cases of emergency situations, i.e. weather-related disasters or other emergencies wherein the community is required to provide shelter, emergency transportation, etc., it may be necessary for employees of the Albemarle County Public Schools to be called upon to provide necessary services. In such instances, the Board expects that employees will respond to requests for emergency services and has established procedures whereby supervisors can meet the needs that arise.

Adopted: February 14, 1994

Amended: August 16, 2004; January 27, 2011

Reviewed: December 8, 1997; April 27, 2017

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Legal Refs.: Code of Virginia, 1950, as amended, §44-146.14 *et seq.*

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1. In accordance with the regional Emergency Operations Plan, various departments are charged with initial preparedness for emergency situations that may affect employees. Each of these departments will assure that the Plan is familiar to key staff members and that plans have been made to respond to emergency situations as they arise.
2. Principals/Department Heads will be apprised of likely situations wherein their staff members may be called upon to respond to the requirement for emergency services.
3. When an emergency situation arises that requires staff to respond in off-duty hours, the responsible principal/department head will staff the situation with employees, providing as much advance notice as possible to those who will be affected. Whenever nonexempt employees are required to work in other than normally scheduled times, provision for compensating for services rendered will be made and communicated to employees. Refusal to report to duty when it has been made clear that the request is due to an emergency situation will be grounds for disciplinary action up to and including dismissal.

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