

Virginia Emergency Planning Requirements for IHE

Planning Requirement	Code (Links)	Review/ Availability	Adopted/Accepted By:	Submit to:	Assessment/Design Resources (Links)
Emergency Operations Plan	Code of Virginia § 23-1.804 (A)	Once	Board of Visitors or "Governing Body"	Virginia Department of Emergency Management	VDEM IHE Emergency Operations Plan Templates
	Code of Virginia § 23-1.804 (B)	Four Years	Board of Visitors or "Governing Body"		
	Code of Virginia § 23-1.804 (C)	Annual	President		
	Executive Order 41	Annual	Emergency Coordination Officer		
	Code of Virginia § 44-146.18 (B)(12)	Annual (VDEM Review - April 1)			
	DHS Preparedness Directorate Information Bulletin No. 197 11/23/05	As Necessary			
	SARA Title III Chapter 116 (CERCLA)	Annually (SARA Tier II Report)	Environmental Compliance Manager/Officer		
Continuity of Operations Plan	Executive Order 41	Annually (VDEM Review - April 1)	Emergency Coordination Officer	Virginia Department of Emergency Management	VDEM Continuity of Operations Planning Toolkit (COOP Resources)
	Code of Virginia § 44-146.18. (B)(7)				
Violence Prevention Committee	Code of Virginia § 23.1-805	Published	Board of Visitors or "Governing Body"	University Community	Department of Education and Secret Service: Threat Assessment in Schools

Virginia Emergency Planning Requirements for IHE

Planning Requirement	Code (Links)	Review/Availability	Adopted/Accepted By:	Submit to:	Assessment/Design Resources (Links)
Fire Safety (Residential Only)	Higher Education Opportunity Act Public Law 20 U.S.C. 110-315 1092 (i)(1)	Annually	Agency Specific	University Community	Department of Education Handbook for Campus Safety and Security Reporting
	34 C.F.R. 668.49(d)(4)				
	Higher Education Opportunity Act Public Law 20 U.S.C. 110-315 1092 (i)(2)	Annually	Agency Specific	Secretary - United States Department of Education	
	34 C.F.R. 668.49(c)(2)				
Security Report	20 U.S.C. 1092(f)(5)	Annually	Chief Security/Law Enforcement Officer	Secretary - United States Department of Education	Department of Education Handbook for Campus Safety and Security Reporting
	34 C.F.R. 668.41(e)	Annually - Student and Employees - October 1		Open to public (60-day log). Records greater than 60-days within two days upon request	
	34 C.F.R. 668.46				
Missing Person Procedures (Residential Only)	20 U.S.C. 1092(j)	Published	Agency Specific	Secretary - United States Department of Education	Department of Education Handbook for Campus Safety and Security Reporting
Fire Safety and Evacuation Plan (Certain Occupancies)	VSFPC Chapter 4	Annually - Available to Employees	Agency Specific	Upon Request of the Fire Code Official	IFC Section 404
Fire Prevention Plan	29 C.F.R. 1910.39	As needed, initial assignment to position, when duties change	Agency Specific	Upon Request of OSHA Official	Evacuation Plans and Procedures e-Tool
Emergency Action Plan	29 C.F.R. 1910.38	As needed, initial assignment to position, when duties change	Agency Specific	Upon Request of OSHA Official	Evacuation Plans and Procedures e-tool

Virginia Emergency Planning Requirements for IHE

Planning Requirement	Code (Links)	Review/Availability	Adopted/Accepted By:	Submit to:	Assessment/Design Resources (Links)
Hazard Mitigation Plan	Robert T. Stafford Disaster Relief and Emergency Assistance Act 42 U.S.C 5121-5207	Every 3 years (State Schedule) Every 5 Years (FEMA Schedule)	Agency Specific	Upon Request of State or Federal Agency (Necessary to Receive Federal Funding and/or Reimbursement)	Virginia EOP Chapter 7
	Disaster Mitigation Act of 2000 Public Law 106-390				FEMA Developing the Mitigation Plan: Identifying Mitigation Actions and Implementation Strategies
					FEMA HAZUS
ICS / NIMS	Homeland Security Presidential Directive - 5	Annually	Agency Specific	Virginia Department of Emergency Management and the Department of Human Resource Management	FEMA NIMS Compliance Assistance Support Tool
	Robert T. Stafford Disaster Relief and Emergency Assistance Act 42 U.S.C 5121-5207				Readiness and Emergency Management for Schools Technical Assistance Center
	29 CFR 1910.120(q)(3)(i)				
Agency Assessment	Executive Order 41	Annually	Emergency Coordination Officer	Virginia Department of Emergency Management	Provided by VDEM
Functional Emergency Exercise	Code of Virginia § 23-1.804	Annually	Emergency Coordination Officer	Virginia Department of Emergency Management	Homeland Security Exercise and Evaluation Program Home Page
					FEMA Regional Exercise Support Program Guide

NOTE: This document is intended to assist emergency managers in identifying gaps in planning and emergency management programs. The document is not comprehensive and should not serve as a substitute for institutional emergency preparedness assessment tools.