



RICHMOND CITY PUBLIC SCHOOLS
Risk Management Dept.
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Risk Management
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MEMORANDUM

To: All Principals, Directors & Managers
From: Shirley Holland, Risk Management Associate *SH*
Through: Elsie Jarmon, Risk Manager - Risk Management Department
Date: August 30, 2018

Welcome to the **2018-2019** School Year! We hope that you, your staff and students had a great summer and will have a safe and productive year.

According to the Virginia Department of Education, **Code 22.1-137 – Fire drills:**

In every public school there shall be a fire drill at least once every week during the first twenty school days of each school session, and more often, if necessary, in order that pupils may be thoroughly practiced in such drills. During the remainder of the school session, fire drills shall be held at least monthly.

Please submit School Exit Drill Reports **weekly** for the month of September. For the following months, a School Exit Drill Report should be submitted on a **monthly** basis.

Please submit reports to the Risk Management Department, Attn: Shirley Holland. A copy should also be forwarded to Kenny Howell, in the Facility Services Department.

Quarterly reports are generated and sent to the following recipients:

- **Mauricio Tovar – Director of Safety & Security**
- **Harry Hughes, Chief Schools Officer**
- **Darin Simmons - Chief Operating Officer**

A report will be generated and sent for the September exit drill reports the first week in October. A reminder notice is sent to all principals before the quarterly report is due. The reports received in our office are filed on a daily basis.

Your cooperation is greatly appreciated in this matter. **STUDENT SAFETY IS OUR FIRST PRIORITY.**
Have a wonderful year!!