

EMERGENCY MANAGEMENT PLAN

The Administration is directed to prepare a comprehensive emergency management plan for each school building. The plan shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety and shall consider operating changes to promote the prevention of potentially dangerous problems and circumstances. The Administration is to involve community law enforcement and safety officials, parents of students who are assigned to the building, and teachers and nonteaching employees who are assigned to the building. Remediation strategies shall be incorporated into the plan for any building where documented safety problems have occurred.

The following shall be incorporated into the plan:

- A. A protocol for addressing serious threats to the safety of school property, students, employees, or administrators; and
- B. A protocol for responding to any emergency events that do occur and that compromise the safety of school property, students, employees, or administrators.

Each protocol shall include procedures deemed appropriate by the Board of Education for responding to threats and emergency events, respectively, including such things as notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance, and informing parents of affected students. Prior to the first day of the school year, the administration shall inform each enrolled student and his/her parents of the parental notification procedures.

The Board shall update the emergency management plan at least once every three years and whenever a major modification to the building requires changes in the procedures outlined in the plan.

The Board shall file a copy of the current emergency management plan and building blueprint with each law enforcement agency that has jurisdiction over the school building and, upon request, the fire department that serves the political subdivision in which the school building is located. The Board shall also file a copy of the current emergency management plan and a floor plan of the building, but not a building blueprint, with the attorney general, who shall post that information on the Ohio law enforcement gateway or its successor. Additionally, the Board shall submit an electronic copy of the emergency management plan to the Ohio Department of Education (“ODE”) not less than once every three (3) years, whenever a major modification to the building requires changes in the procedures outlined in the plan, and whenever information on the emergency contact information sheet changes.

Any time the Board updates the emergency management plan, the Board shall file copies, not later than the tenth day after the revision is adopted and in accordance with ODE rules, with the ODE and with any entity with which the Board has previously filed a copy of the plan.

The Administration shall prepare and conduct at least one annual emergency management test, in accordance with the rules adopted by the State Board of Education. The Administration shall grant access to each building under its control to law enforcement personnel, and to the local fire department, emergency medical services organization, and the county emergency management agency, so that they may hold training sessions for responding to threats and emergency events affecting the building, provided that the access occurs outside of student instructional hours and the Administration is present in the building during training sessions.

Copies of the emergency management plan and building blueprints are not a public record pursuant to §149.433 of the Revised Code.

LEGAL REFS: O.R.C. §3313.536

Adopted: October 18, 2011
Revised: March 24, 2015