Book	Policy Manual
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Title	Emergency Management and Safety Plans
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Emergency Management and Safety Plans

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action that threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies or hazards include, but are not limited to, an active shooter, hostage situations, bomb threats, act of terrorism, infectious diseases or pandemic, severe weather, bullying, threats of violence or threats to life, and other natural, technological or human-caused events that the administrator knew or should have reasonably known about that compromise the health or safety of students, employees, administrators or property.

Comprehensive Emergency Management Plan and Test

The Superintendent/designee develops a comprehensive emergency management plan meeting State law requirements for each building with the involvement of applicable stakeholders. The plan establishes protocols for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel, mental health professionals, public health officials and other outside experts who could assist in responding to and recovering from an emergency, and informing parents of affected students. The plan includes the emergency operations plan established under State law, a floor plan unique to each floor of the building, a site plan including all building property and surrounding property, an emergency contact sheet, a threat assessment plan, a protocol for school threat assessment teams established under State law including completion of required trainings, a protocol that addresses student use of cellular telephones during an active threat or emergency, and stakeholder signatures. The plan is kept in a secure location and is not considered a public record.

A copy of each school building's current comprehensive emergency management plan is filed with the Director of Public Safety and the law enforcement agency that has jurisdiction over the school building. Upon request, the plan also is provided to the regional mobile training officer and the fire department and emergency medical service organization that serves the political subdivision in which the school building is located. The floor plan is used solely by first responders responding to an emergency in the building and is not a public record.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. The administration certifies the accuracy of the plan, emergency contact information sheet, floor plan and site plan to the Director of Public Safety between January 1 and July 1 annually. When the comprehensive emergency management plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all applicable stakeholders.

Although the plan is reviewed annually, State law requires the District's comprehensive emergency management plan to be updated at least every three years from the previous date of compliance and whenever a major modification to an individual school building requires changes in that building's procedures or whenever information on the emergency contact information sheet changes. The three-year review process reflects on lessons learned based on areas of improvement identified in the required emergency management test and actual emergencies at the school building, and best practices to continually improve the plan.

An emergency management test is conducted annually in accordance with State law. Student participation in such tests is not mandatory. Parental consent should be obtained when students are to be included in emergency management tests. When evaluating student inclusion in emergency management tests, the administration considers what benefit such inclusion may have on the student population in preparation for an emergency and to enhance the safety of students in the building. Administrators consider age-appropriate participation, guidance, trauma-informed best practice and training in preparing for student participation in any tests.

Emergency Drills

The Board directs the Superintendent/designee to conduct all drills required by State law. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur. Plans are posted in each classroom and other areas accessible to staff and students where required by law.

Legal References

- ORC 109.78
- ORC 149.43
- ORC 149.433
- ORC 2305.235
- ORC 2923.11
- ORC 3301.56
- ORC 3313.20
- ORC 3313.669
- ORC 3313.717
- ORC 3313.719
- ORC 3313.753
- ORC 3313.951
- ORC 3314.03
- ORC 3314.16
- ORC 3701.85
- ORC 3737.73
- ORC 3737.99
- ORC 5502.262
- ORC 5502.70
- ORC 5502.703
- OAC 4501:5-1-01

Cross References

- EBAA, Reporting of Hazards
- EBBA, First Aid
- EBBC, Bloodborne Pathogens
- ECA, Buildings and Grounds Security
- ECG, Integrated Pest Management
- EEAC, School Bus Safety Program
- EF, Food Services Management
- EFB, Free and Reduced-Price Food Services
- EFH, Food Allergies
- GBE, Staff Health and Safety
- JFCK, Use of Cellphones and Electronic Communications Devices by Students
- JHCD, Administering Medicines to Students
- JHF, Student Safety
- KBCA, News Releases
- KK, Visitors to the Schools
- Emergency Management and Safety Plans Handbook

***NOTE**: State law outlines specific requirements for development and implementation of emergency management plans and tests. When considering options for school safety and security, House Bill (HB) 99 (2022) authorizes the use of armed staff in accordance with statutory requirements. Districts choosing to arm staff should follow all required protocols and work with legal counsel. HB 99 also established the Crisis Center and Mobile Training Team, designed to provide school safety and security services to all public and nonpublic schools, not just those that decide to arm staff. The bill requires the appointment of 16 regional mobile training officers to assist districts in various aspects of school safety and security. HB 96 (2025) modifies Ohio Revised Code 5502.262 requiring administrators to incorporate a protocol that addresses student use of cellular telephones during an active threat or emergency, into comprehensive emergency management plans.*

THIS IS A REQUIRED POLICY

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