

3301-5-01 Emergency management plan.

The purpose of this rule is to define the requirements, content, and format of emergency management plans as required by section [3313.536](#) of the Revised Code.

(A) The emergency management plan and information required pursuant to division (B) of section [3313.536](#) of the Revised Code shall be submitted on standardized forms developed and made available by the department of education. (The standardized form and additional guidance regarding emergency management plans are included in the appendices to this rule).

(B) Each comprehensive emergency management plan shall consist of four parts, including

(1) The protocol: The protocol shall consist of a single document for addressing and responding to serious threats and emergency events. At a minimum, the protocol shall contain a course of action for an active shooter event, hostage situation, bomb threat, act of terrorism, hazards addressed by section [5502.26](#) of the Revised Code, and any other natural or manmade events that the administrator knew or should have reasonably known about that compromise the health or safety of students, employees, administrators, or property.

(a) The protocol shall be a preparedness document organized around five mission areas: prevention, protection, mitigation, response, and recovery.

(i) Prevention means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty event. Prevention is the action schools take to prevent a threatened or actual incident from occurring.

(ii) Protection means the capabilities to secure schools against acts of violence and manmade natural disasters. The focus is on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

(iii) Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency and reducing the likelihood that threats and hazards will happen.

(iv) Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

(v) Recovery means the capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment.

(b) The protocol shall incorporate remediation strategies for any building where documented safety problems have occurred.

(c) The protocol shall include procedures for notifying appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance, informing parents of affected students, and taking other appropriate actions.

(d) Prior to the opening day of each school year, the administrator shall inform each student or child enrolled in the school and the student's or child's parent of the parental notification procedures included in the protocol. Any student or child enrolled in the school after the

notification and the student's or child's parent shall be notified of the parental notification procedures included in the protocol.

(2) A floor plan that is unique to each floor of the building.

(3) A site-plan that includes all building property and surrounding property.

(4) An emergency contact information sheet.

(C) Stakeholder community

(1) In developing the emergency management plan for each building, the administrator shall involve the following

(a) Community law enforcement and safety officials (including, but not limited to, police, fire, emergency medical personnel, and any local divisions having emergency management functions pursuant to section [5502.26](#) of the Revised Code);

(b) Parents or guardians of students who are assigned to the building; and

(c) Teachers and non-teaching employees who are assigned to the building

(2) The emergency management plan shall contain the name, title (if applicable), contact information, and signature of the parties, or their designees.

(D) Filing

(1) Administrators shall electronically submit to the department of education emergency management plans and any updates as outlined in division (C)(1) of section [3313.536](#) of the Revised Code, in accordance with the guidelines established by the department (education.ohio.gov). Upon receipt, the department of education shall submit the emergency management plan to the attorney general and director of public safety.

(2) Administrators shall also file a copy of the emergency management plan with each law enforcement agency that has jurisdiction over the school building. Administrators shall also offer a copy of the emergency management plan to the fire department, emergency medical service organization, and county emergency management agency that serve the political subdivision in which the building is located.

(E) Certification and revision

(1) Not later than the first day of July of each year, administrators shall review the emergency management plan and certify to the department of education that the plan is current and accurate.

(2) Anytime that an administrator updates the emergency management plan pursuant to division (C)(1) of section [3313.536](#) of the Revised Code, the administrator shall file copies, not later than the tenth day after the revision is adopted, to the department of education and to any entity with which the administrator filed a copy under division (C)(2) of section [3313.536](#) of the Revised Code.

(F) Emergency management tests

(1) Administrators shall prepare and conduct at least one annual emergency management test as defined in division (A)(2) of section [3313.536](#) of the Revised Code. Emergency management tests must meet the following criteria:

(a) Be a scheduled event

(b) Provide advance written notice of each emergency management test to any entity with which the administrator filed a copy of the emergency management plan under division (C)(2) of section [3313.536](#) of the Revised Code not later than seventy-two hours prior to the date the drill will be conducted. The notice shall include the date and time the drill will be conducted and the address of the school. Notice by administrator or administrator's designee is acceptable by mail, facsimile, or electronic submission.

(c) Provide written notice to the department of education. Notice by administrator or administrator's designee is acceptable by mail, facsimile, or electronic submission.

(d) Document, for each test, a description of the exercise, and the date and time.

(e) Contain a drill that tests a single procedural operation.

(f) Contain an exercise involving coordination of efforts.

(g) Contain appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

(2) An emergency management test may also be performed with a safety drill as required by section [3737.73](#) of the Revised Code.

(G) If the superintendent of public instruction determines that an administrator, as defined in division (A)(1) of section [3313.536](#) of the Revised Code, is not complying with section [3313.536](#) of the Revised Code or this rule, the state board of education or superintendent of public instruction may take disciplinary action against the administrator as outlined in this paragraph.

(1) Administrators who are an applicant for a license or hold a license from the state board of education pursuant to section [3319.22](#) of the Revised Code and who fail to comply with section [3313.536](#) of the Revised Code and this rule may be subject to discipline pursuant to section [3319.31](#) of the Revised Code.

(2) Any administrator overseeing, sponsoring, or supporting operations at a facility described in division (A) (1) of section [3313.536](#) of the Revised Code that is overseen by an unlicensed administrator, and when that unlicensed administrator fails to comply with section [3313.536](#) of the Revised Code and this rule, the licensed administrator may be subject to discipline pursuant to section [3319.31](#) of the Revised Code.

(3) Any facility described in division (A)(1) of section [3313.536](#) of the Revised Code that is overseen by an unlicensed administrator not otherwise overseen, sponsored, or supported by a licensed administrator, that fails to comply with section [3313.536](#) of the Revised Code or this rule, may be subject to discipline pursuant to authority granted to the state board of education or superintendent of public instruction pursuant to sections [3301.07](#) , [3301.12](#) , [3314.015](#) , [3314.03](#) , [3317.01](#) , [3317.024](#) , and [3317.06](#) of the Revised Code.

(H) The superintendent of public instruction may exempt an administrator from the requirements section [3313.536](#) of the Revised Code, if the superintendent determines that the requirements do not otherwise apply to a building or buildings under the control of that administrator.

Requests for exemption shall be filed with the superintendent in accordance with guidelines established by the department of education (education.ohio.gov).

Effective: 12/25/2014

Five Year Review (FYR) Dates: 12/25/2019

Promulgated Under: [119.03](#)

Statutory Authority: [3301.07](#) , [3313.536](#)

Rule Amplifies: [3313.536](#)