



Guide for Successfully Submitting or Resubmitting Comprehensive Emergency Management Plans

There are two legal documents that govern the submission of comprehensive emergency management plans. Ohio Revised Code §3313.536 and Ohio Administrative Code 3301-5-01 require the administrator of each:

- city, exempted village, local, or joint vocational school district;
- community school established under Chapter 3314. of the Revised Code;
- STEM school established under Chapter 3326. of the Revised Code;
- college-preparatory boarding school established under Chapter 3328. of the Revised Code;
- district or school operating a career-technical education program approved by the department of education under section 3317.161 of the Revised Code;
- chartered nonpublic school;
- educational service center;
- preschool programs or school-age child care programs licensed by the department of education;
- or any other facility that primarily provides educational services to children subject to regulation by the department of education

to develop, adopt and file, with the Ohio Department of Education, a comprehensive emergency management plan for each building under the administrator's control. This information, once filed with the Ohio Department of Education, will be made electronically available to emergency first responders in the event of an emergency. The emergency management plan consists of four parts:

- A protocol, hereafter referred to as the emergency operations plan, for addressing and responding to serious threats to the safety of property, students, employees, or administrators;
- A floor plan that is unique to each floor of the building;
- A site plan that includes all building property and surrounding property;
- An emergency contact information sheet.

It is important to refer to the statute (Section 3313.536 RC) at <http://codes.ohio.gov/orc/3313.536> and the rule at <http://codes.ohio.gov/oac/3301-5> for complete guidance. For questions, please first refer to the [Frequently Asked Questions](#) section of the SaferSchools webpage. If you still have questions please contact the P – 20 Center at 614-644-2641.

Submitting Information to the Ohio Department of Education

School comprehensive emergency management plans shall be uploaded by school administrators using their SAFE accounts. Once logged into the SAFE account, administrators will select the “School Safety Plans” link. This link will direct administrators to a web application where all four components of the comprehensive emergency management plan can be updated and reviewed, and where school compliance status can be viewed. In order to remain in compliance with the statute, the administrator shall update the safety 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 comprehensive emergency management plan consists of four parts. Each part must be submitted to and approved by the Ohio Department of Education for a school to be considered compliant with Ohio law. Each part is listed below with guidance to help you submit your plan.

Emergency Operations Plan



The school emergency operations plan is the primary document in the comprehensive emergency management plan. It contains the specific plan of action for all emergencies that could happen at your school. It also contains the procedural steps for applicable school or district policies, such as parent/student reunification or building evacuation. It should be comprehensive and contain information specific to the school building. This plan should be created in cooperation with local first responders, such as your police department, fire department and EMS provider.

The Ohio Department of Education offers several resources to help you create and maintain this plan, including a [guide for developing your plan](#), a [sample safety plan](#) which can be used as a planning model, and the [evaluation tool](#) used by Ohio Homeland Security when they review your plan. The Ohio Department of Education has also partnered with the University of Findlay to provide [training courses](#) to help you create your plan.

Floor Plans



School floor plans are an important component of the comprehensive emergency management plan. They are used by emergency first responders when they respond to your school. School floor plans must meet the following guidelines.

- Submitted electronically as PDF documents;
- Contain no handwriting or shading;
- Include a key to define any symbols used;
- Compass directions (at a minimum, North) clearly noted;
- Each floor must be on a separate page;
- Building entrances/exits/windows clearly marked and numbered;
- Windows shall be graphically shown on the floor plans;
- All rooms labeled by room number, with common areas and administrative offices labeled by use;
- Location of water, gas and electrical shutoffs clearly noted;
- Fire extinguishers, alarm panels and camera locations clearly noted;
- Exterior *alpha phonetic* identification of building sides (Alpha, Bravo, Charlie, Delta) Note: The local fire department can inform school officials on how to label the buildings on the school floor plans as they are developed.

Additional guidance can be found at: <http://education.ohio.gov/getattachment/Topics/Other-Resources/School-Safety/Attachment-A-and-Floor-Plan.pdf.aspx>.

Site Plan



A site plan is an aerial depiction of the school building and surrounding property. It must contain all buildings and school property, including parking lots, athletic fields, etc. Street names that surround the facility must be clearly identified. It must be submitted in PDF format as a single document. A simple way to comply with this requirement is to use Google, Bing, or some other web-available mapping application. Turn on the satellite view and select the image that contains your school and surrounding area. Save that image as a PDF file and submit it. See <https://saferschools.ohio.gov/sites/default/files/Model%20School%20Site%20Plans.pdf> for guidance and an example.

Emergency Contact Information Sheet



The Emergency Contact Information Sheet is a form that must be completed and submitted as part of the comprehensive emergency management plan. The form can be found at: <https://saferschools.ohio.gov/sites/default/files/Emergency%20Contact.docx>. Complete the form and either save it or scan it as a PDF document and submit it through the SAFE School Safety Plan portal. One thing to remember when completing this form: The *School Administrator* (the first entry under Key Contact Information) may or may not be someone that works at your school. The school administrator is the person that is statutorily responsible for submitting the comprehensive emergency management plan and complying with all other aspects of school safety laws. It may be a superintendent or director associated with a district, diocese or other central office function.

Plan Review Process



The Ohio Department of Education and Ohio Homeland Security work together to review your comprehensive emergency plan. An evaluator will be assigned to review your plan using the [Gap Analysis Tool](#) to evaluate all four components of your plan. It is important to remember that **all four components** will be reviewed at the same time. When the evaluator is finished with his or her review, the results will be posted in your SAFE account and you will be contacted to discuss the findings. If your plan is found to be noncompliant, the evaluator will discuss a timeline with you for resubmission of your plan components. **It is important to adhere to the timeline discussed. Failure to do so may result in the school administrator being found in violation of Ohio law.**

If you have any questions about any of the information in this guide, please call the Center for P – 20 Safety and Security at 614-644-2641.