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Name of School: _____	Date of Evaluation: _____
School IRN: _____	Evaluator: _____
<input type="checkbox"/> Compliant: The plan is compliant in all elements and to standards established by Ohio law and administrative rules adopted by the state board of education.	
<input type="checkbox"/> Non-Compliant: The plan does not comply with the standards established by Ohio law and administrative rules adopted by the state board of education.	
<i>For a complete review of your evaluation please view your specific results below</i>	

Guide for Measuring School Emergency Management Plans Gap Analysis and Evaluation Tool

A crosswalk methodology is used when conducting an evaluation of a school's Emergency Management Plan. The goal of the crosswalk is to provide a snapshot of the applicability, utility, thoroughness and completeness of the Emergency Operations Plan and other information that make up the Emergency Management Plan. It provides guidance for enhancing the Emergency Management Plan to establish a clear, usable, and compliant plan for the school.

Elements of the Emergency Management Plan are evaluated in a table format using the following designations:

Federal and State Guidance/Exemplary Practice	Designation of Element	Pass/Fail
This guidance element/practice has been incorporated into the plan.	✓	Pass
There is no evidence or incomplete evidence of this guidance element/practice in the plan.	X	Fail

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The Comprehensive Emergency Management Plan consists of five parts or elements: the Emergency Operations Plan; floor plans for the specific building; a site plan for the building; an emergency contact information sheet; and a signature page. **No Emergency Management Plan will be considered compliant without these five parts or elements.** With respect to Ohio law, the Comprehensive Emergency Management Plan is the plan required to be on file with the Ohio Department of Education.

The Emergency Operations Plan is one of five parts or elements that make up the Comprehensive Emergency Management Plan. It is a single document specific to a single building that details how the administration addresses and responds to serious threats and emergency events. More information about the Emergency Operations Plan and the Comprehensive Emergency Management Plan can be found at SaferSchools.Ohio.gov.

Note, the terms *Emergency Management Plan* and *Emergency Operations Plan* may be used interchangeably throughout this document and in the associated guidance, reference materials and model plan documentation.

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Item #	Required Item	Evaluation intent	Page #	Comment	Compliance Status
1-1	<p>Title Page includes</p> <ul style="list-style-type: none"> • Facility or Program Name <ul style="list-style-type: none"> ○ If Applicable: Additional Program Name(s) • Address • IRN <ul style="list-style-type: none"> ○ Additional IRNs • Primary POC and contact information <p>Last Revision Date, formatted as MM/DD/YYYY (ORC 3313.536 B 1)</p>	<p>This shows which schools are covered by plan. Must include all items listed. The POC should be the most knowledgeable person on the plan and who is available to answer questions.</p>	Title Pg		
1-2	<p>Approval & Implementation Page includes:</p> <ul style="list-style-type: none"> • School Name • Name of School District • Printed Name of Administrator • Title of Administrator • Date • Signature <p>(ORC 3313.536 B 1)</p>	<p>This must be the Administrator listed in OEDS. Either is legally accountable for compliance.</p>	iii		
1-3	<p>Incorporate access and functional needs of students, staff, and teachers. (OAC 3301-5-01 A 1 b)</p>	<p>Access (mobility) and functional (cognitive) needs are identified. Procedures to accommodate these needs should be included in plan, either here or in Functional Content Areas (FCA).</p>	3-4		

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1-4	The plan needs to address emergency events that compromise the safety of the property, students, employees, or administrators. (ORC 3313.536 B 2 b)	Procedures must exist for non-school day use of building that are consistent with school day procedures.	4		
2-1	School has incorporated training for all permanent and temporary staff, administrators, and students. (ORC 3301-5-01 A 1 e; OAC 3301-5-01 A1c)	Discussion of training, may include just-in-time training for temporary (substitute) staff. List of training by position is also appropriate.	7-8		
2-2	Schools must identify the type, frequency and reporting requirements for each type of exercise/drill/test a school is required to complete. (ORC 3313.536 E 1; ORC 3737.73)	Plan needs to include the drills they are required to complete. May include additional drills. It does not need scheduled dates.	9		
2-3	The plan has incorporated any identified remediation strategies (improvement areas). (ORC 3313.536 B 1; OAC 3301-5-01 A 1 e)	Plan need to incorporate updates/revisions directly tied to improvement areas from EMT. Other exercises/drills may have produced additional remediation strategies that may be included.	10		

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3-1	Hazards that are applicable to the school has been determined. (ORC 3313.536 B 1, OAC 3301-5-01 A 1)	Plan must show a list of hazards/threats that were considered. Each hazard/threat must show a determination/decision if it applied to school. There is no set list to be considered; however, logic must be applied. A hurricane need not be considered, but an ice storm must be considered. Any "yes" or applicable to school hazard must be addressed in section 5-1---5-26.	11-12		
3-2	Protection-based physical security assessment included. (OAC 3301-5-01 A 1 a)	These categories in context should be included, but not explicitly listed. A summary is acceptable. Exterior, Building Access, Security Camera, Interior, Communications, and Staff and Students	13-14		
3-3	Plan is compliant with NIMS (Identifies incident command structure). (OAC 3301-5-01 A 1 a)	Small schools (3 classrooms or less) should fill as many roles as possible. Larger schools should complete table with alternates for all positions.	15		

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4-1	Procedures and protocols (Functional Content Areas [FCAs]) determined for responding to threats and emergencies have been identified. (ORC 3313.536 B 3, OAC 3301-5-01 A 1 f)	Procedures (FCAs) must be listed and demonstrate a relationship to threats/hazards. This relationship should be adjusted for hazards applicable in 3-1.	17-19		
4-2	Close School procedure included in plan. (OAC 3301-5-01 A 1 a)	A required FCA. Procedures showing how to accomplish/implement this FCA from start to finish should be included.	20-21		
4-3	Emergency Communication procedures are included in plan. Process to notify parents of how they will be notified of emergencies is required. (OAC 3301-5-01 B, OAC 3301-5-01 A 1 a)	A required FCA. Procedures showing how to accomplish/implement this FCA from start to finish should be included. Must include how schools will notify parents of emergencies. Notification must occur prior to the opening day of school.	23-25		

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4-4	<p>Evacuation procedures are included in plan. Two onsite evacuation locations must be included with the following:</p> <ul style="list-style-type: none"> • Street address; • Satellite view; • Directions to the site; • Special considerations for access/functional needs; and • Assembly areas for accountability (take attendance). <p>One offsite evacuation location must be included with the following:</p> <ul style="list-style-type: none"> • MOU Renewal Date, if applicable; • Street address; • Method of access; • Directions to the site; • Special considerations for access/functional needs; • Assembly areas for accountability (take attendance); and • Transportation plan for offsite outside of neighborhood must be completed. <p>(OAC 3301-5-01 A 1 a)</p>	A required FCA. Procedures showing how to accomplish/implement this FCA from start to finish should be included.	26-27		

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4-5	Family Reunification procedures must be included in plan. A primary and secondary site is required. (OAC 3301-5-01 A 1 a)	A required FCA. Procedures showing how to accomplish/implement this FCA from start to finish should be included.	28-30		
4-6	Lockdown procedures are included in the plan. (OAC 3301-5-01 A 1 a)	A required FCA. Procedures showing how to accomplish/implement this FCA from start to finish should be included.	31		
4-7	Medical Response procedures are included in the plan. (OAC 3301-5-01 A 1 a)	A required FCA. Procedures showing how to accomplish/implement this FCA from start to finish should be included.	32-33		
4-8	Rapid Assessment procedures are provided in the plan. (OAC 3301-5-01 A 1 a)	A required FCA. Procedures showing how to accomplish/implement this FCA from start to finish should be included.	36-37		
4-9	Reverse Evacuation procedures are included in the plan. (OAC 3301-5-01 A 1 a)	A required FCA. Procedures showing how to accomplish/implement this FCA from start to finish should be included.	38		

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4-10	Shelter-in-place procedures are included in the plan. (OAC 3301-5-01 A 1 a)	A required FCA. Procedures showing how to accomplish/implement this FCA from start to finish should be included.	39-40		
Optional 4-11	Drop, Cover, and Hold On procedures are included in plan. (OAC 3301-5-01 A 1 a)	An optional FCA. Procedures showing how to accomplish/implement this FCA from start to finish should be included.	22		
5-1	Active Shooter procedures are included in the plan. Plan must state if Temporary Door Locking Devices (TDLDs) are in use. (OAC 3301-5-01 A 1; OAC 3301-5-01 A 1 d)	This is a required hazard identification. It must be included in the information provided for 3-1 and FCAs must be identified. Procedures must be included. TDLD usage must be noted.	43-43		
5-2	Bomb Threat procedures are included in the plan. (OAC 3301-5-01 A 1)	This is a required hazard identification. It must be included in the information provided for 3-1 and FCAs must be identified. Procedures must be included.	44-45		
5-3	Bullying procedures are included in the plan. Policy may be requested. (OAC 3301-5-01 A 1)	This is a required hazard identification. It must be included in the information provided for 3-1 and FCAs must be identified. Procedures must be included.	46-47		

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5-4	Bus Accident procedures are included in the plan. (OAC 3301-83)	This is a required hazard identification. It must be included in the information provided for 3-1 and FCAs must be identified. Procedures must be included.	48		
5-5	Fire procedures are included in the plan. (OAC 3301-5-01 A 1; OAC 1301:7-7-01)	This is a required hazard identification. It must be included in the information provided for 3-1 and FCAs must be identified. Procedures must be included.	49		
5-6	Hostage procedures are included in the plan. (OAC 3301-5-01 A 1)	This is a required hazard identification. It must be included in the information provided for 3-1 and FCAs must be identified. Procedures must be included.	50		
5-7	Medical: Blood borne Pathogens procedures are included in the plan. (OAC 3301-5-01 A 1)	This is a required hazard identification. It must be included in the information provided for 3-1 and FCAs must be identified. Procedures must be included.	51-52		
5-8	Severe Storm/Tornado procedures are included in the plan. (OAC 3301-5-01 A 1)	This is a required hazard identification. It must be included in the information provided for 3-1 and FCAs must	53-54		

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		be identified. Procedures must be included.			
5-9	Terrorism procedures are included in the plan. (OAC 3301-5-01 A 1)	This is a required hazard identification. It must be included in the information provided for 3-1 and FCAs must be identified. Procedures must be included.	55		
Optional 5-10	Chemical Accident procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	56		
Optional 5-11	Civil Disturbance procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	57		
Optional 5-12	Dam Failure procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	58		
Optional 5-13	Death procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	59		

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Optional 5-14	Earthquake procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	60		
Optional 5-15	Explosion procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	61		
Optional 5-16	Flood procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	62		
Optional 5-17	Gas Leak procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	63		
Optional 5-18	Injury/Health emergency procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	64		
Optional 5-19	Lost Child procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures	65		

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		must be included. Mark as N/A if not included in 3-1.			
Optional 5-20	Medical: Pandemic procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	66		
Optional 5-21	Nuclear Incident procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	67		
Optional 5-22	Power Outage procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	68-69		
Optional 5-23	Sexual Assault/Abuse procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	70		
Optional 5-24	Water Outage procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	71		

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Optional 5-25	Winter Storm/Ice Storm procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	72		
Optional 5-26	Unidentified Substances/Illicit Drugs procedures are included in the plan. (OAC 3301-5-01 A 1)	This is an optional hazard unless it was included in 3-1. FCAs must be identified. Procedures must be included. Mark as N/A if not included in 3-1.	73-74		
6-1	Recovery is included in the plan. (OAC 3301-5-01 A 1 a)	Recovery concepts must be included. This is typically shown through COOP and crisis counseling. Other recovery activities would be appropriate.	75-76		
7-1	A section must be included on frequency and scope of review & updates to plan. (ORC 3313.536 D)	Must include intent to review of plan to ensure current and accuracy between January 1 and July 1 each year. Must include language that any updates made must be posted to SAFE within 10 days of change. Suggest update signatories of change as well.	77-78		

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8-1	<p>Floorplans include:</p> <ul style="list-style-type: none"> • A separate sheet for each floor; • Each page has school/program name, IRN, address, office phone number, and emergency maintenance phone number; • A key/legend defining symbols; • A compass or north arrow with directions accurately oriented; • Building entrances/exits clearly marked and numbered; • Windows shall be represented graphically on the floor plans; • Rooms should be labeled by room number; • Common areas and administrative offices should be labeled by use; • Location of utility shutoffs clearly noted (water, gas and electrical, and if applicable, sprinklers); • Locations of fire extinguishers; • Location(s) of main alarm panel(s); • Locations of security cameras (or note on the plan if none exist); • Location(s) of Automatic External Defibrillator (AED(s)) (or note on the plan if none exist) • Areas of refuge; and • Alpha phonetic identification of exterior alpha phonetic identification of building sides. <p>(ORC 3313.536 B 2 b i; OAC 1301:7-7-04 D 3 a)</p>	<p>All items must be included. Modifications can be made only with a letter of approval from the jurisdiction having authority.</p>			

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8-2	<p>Site Plan includes:</p> <ul style="list-style-type: none"> • At least two cross streets; • Street names are displayed, and legible; • Mark the location of any fire hydrants on the property (if none, note on the plan; "No Fire Hydrants Exist on the Property"); • Mark the Assembly Point(s) (outside the building); • If provided by the fire department, mark the normal access route used by the Fire Department; • Is typed with minimal or no handwriting; • Each page has school/program name(s), IRN, address, school phone number, and emergency maintenance phone number; and • Includes a compass (at a minimum north). <p>(ORC 3313.536 B 2 b ii; OAC OAC 1301:7-7-04 D 3 a)</p>	<p>All items must be included. Modifications can be made only with a letter of approval from the jurisdiction having authority.</p>			
8-3	<p>Law enforcement signature (ORC 3313.536 B 1, OAC 3301-5-01 C)</p>	<p>Must include printed name, signature, acknowledgement of receipt of plan (must be affirmative), title, and agency.</p>			
8-4	<p>Fire official signature (ORC 3313.536 B 1, OAC 3301-5-01 C)</p>	<p>Must include printed name, signature, acknowledgement of receipt of plan (must be affirmative), title, and agency.</p>			

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8-5	EMS official signature (ORC 3313.536 B 1, OAC 3301-5-01 C)	Must include printed name, signature, acknowledgement of receipt of plan (must be affirmative), title, and agency.			
8-6	EMA official signature (ORC 3313.536 B 1, OAC 3301-5-01 C)	Must include printed name, signature, acknowledgement of receipt of plan (must be affirmative), title, and agency.			
8-7	Parent of student assigned to building signature (ORC 3313.536 B 1, OAC 3301-5-01 C)	Must include printed name, signature, acknowledgement of receipt of plan (must be affirmative), and affiliation with school.			
8-8	Teacher assigned to building signature (ORC 3313.536 B 1, OAC 3301-5-01 C)	Must include printed name, signature, acknowledgement of receipt of plan (must be affirmative), and affiliation with school.			
8-9	Non-teacher assigned to building signature (ORC 3313.536 B 1, OAC 3301-5-01 C)	Must include printed name, signature, acknowledgement of receipt of plan (must be affirmative), and affiliation with school.			
8-10	Emergency contact sheet included. Must include storage location of plan in secure place. (ORC 3313.536 B 2 b iii, ORC 3313.536 B 4)	School can determine emergency contacts. Must include storage location of plan in secure area (SAFE is acceptable).			

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