


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

**Guide for Measuring High-Quality School Emergency Operations Plans – Gap Analysis and Evaluation Tool**

A crosswalk methodology is used when conducting an evaluation of a school 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 to provide guidance for enhancing the Emergency Operations Plan to establish a clear, usable and compliant plan for the school.

Elements of Emergency Operations Plans 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.		<b>Pass</b>
There is no evidence of this guidance element/practice in the plan.	<b>X</b>	<b>Fail</b>

**Evaluator Comments:**

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. Specifically, the Comprehensive Emergency Management Plan consists of a minimum of four documents: the Emergency Operations Plan (see below); floor plans for the specific building; an area plan for the building; and an emergency contact information sheet and signature page. **No Emergency Management Plan will be considered compliant without these four 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 four documents 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](http://SaferSchools.Ohio.gov).

Item #	Required Item	Page #	Comments	Compliance Status
1-1	Title Page includes <ul style="list-style-type: none"> <li>• Facility or Program Name                             <ul style="list-style-type: none"> <li>o If Applicable: Additional Program Names</li> </ul> </li> <li>• Address</li> <li>• IRN</li> </ul>		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
1-2	Approval & Implementation Page includes: <ul style="list-style-type: none"> <li>• School Name</li> <li>• Name of School District</li> <li>• Printed Name of Administrator</li> <li>• Title of Administrator</li> <li>• Date</li> </ul> (ORC 3313.536 B 1)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
1-3	Incorporate access and functional needs of students, staff, and teachers. (OAC 3301-5-01 A 1 b)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
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)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
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)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	

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2-3	The plan has incorporated any identified remediation strategies (improvement areas). (ORC 3313.536 B 1; OAC 3301-5-01 A 1 e)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>As the school was a new addition in the previous calendar year, the school was not required to submit this information for the EMT. Therefore, this element receives a passing grade.</p>	
3-1	Hazards that are applicable to the school has been determined. (ORC 3313.536 B 1, OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
3-2	Protection-based physical security assessment included. (OAC 3301-5-01 A 1 a)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
3-3	Plan is compliant with NIMS (Identifies incident command structure). (OAC 3301-5-01 A 1 a)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
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)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	

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4-2	Close School procedure included in plan. (OAC 3301-5-01 A 1 a)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
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)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
4-4	Evacuation procedures are included in plan. Procedures include: <ul style="list-style-type: none"> <li>• Two evacuation locations: a primary and a secondary location;</li> <li>• At least one evacuation location must be off-site;</li> <li>• Directions to the sites.</li> </ul> (OAC 3301-5-01 A 1 a)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
4-5	Family Reunification procedures must be included in plan. (OAC 3301-5-01 A 1 a)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
4-6	Lockdown procedures are included in the plan. (OAC 3301-5-01 A 1 a)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
4-7	Medical Response procedures are included in the plan. (OAC 3301-5-01 A 1 a)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	

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4-8	Rapid Assessment procedures are provided in the plan. (OAC 3301-5-01 A 1 a)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
4-9	Reverse Evacuation procedures are included in the plan. (OAC 3301-5-01 A 1 a)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
4-10	Shelter-in-place procedures are included in the plan. (OAC 3301-5-01 A 1 a)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
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)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
5-2	Bomb Threat procedures are included in the plan.  (OAC 3301-5-01 A 1)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	
5-3	Bullying procedures are included in the plan. Policy may be requested. (OAC 3301-5-01 A 1)		The guidance element has been incorporated into the plan.  This guidance element has only been partially addressed. Please include the following changes.  There is no evidence of this guidance element in the plan. Please revise the document to address this element.	

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5-4	Bus Accident procedures are included in the plan. (OAC 3301-83)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
5-5	Fire procedures are included in the plan. (OAC 3301-5-01 A 1; OAC 1301:7-7-01)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
5-6	Hostage procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
5-7	Medical: Blood borne Pathogens procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
5-8	Severe Storm/Tornado procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
5-9	Terrorism procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	

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Optional 5-10	Chemical Accident procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-11	Civil Disturbance procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-12	Dam Failure procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-13	Death procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	



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Optional 5-14	Drop, Cover, and Hold On procedures are included in plan. (OAC 3301-5-01 A 1 a)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-15	Earthquake procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-16	Explosion procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-17	Flood procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	

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Optional 5-18	Gas Leak procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-19	Injury/Health emergency procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-20	Lost child procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-21	Medical: pandemic procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	

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Optional 5-22	Nuclear Incident procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-23	Power outage procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-24	Sexual assault/abuse procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-25	Unidentified Substances/illicit drugs procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	

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Optional 5-26	Water Outage procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 5-27	Winter storm/Ice Storm procedures are included in the plan. (OAC 3301-5-01 A 1)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
6-1	Recovery is included in the plan. (OAC 3301-5-01 A 1 a)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
7-1	A section must be included on frequency and scope of review & updates to plan. (ORC 3313.536 D)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	

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8-1	<p>Floorplans include:</p> <ul style="list-style-type: none"> <li>• A Separate sheet for each floor</li> <li>• Includes school/program name, IRN, and Address;</li> <li>• A Key/legend defining symbols;</li> <li>• Building entrances/exits clearly marked;</li> <li>• Location of utility shutoffs clearly noted (water, gas and electrical, and if applicable, sprinklers);</li> <li>• Locations of fire extinguishers;</li> <li>• Location(s) of main alarm panel(s);</li> <li>• Location(s) of AED(s) (or note on the plan if none exist);</li> <li>• Areas of Refuge or notation of sprinkler system;</li> <li>• Alpha phonetic identification of building sides.</li> </ul> <p>(ORC 3313.536 B 2 b i; OAC 1301:7-7-04 D 3 a)</p>		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>School indicates in Emergency Management Plan that an automated sprinkler system is used in the building, therefore area(s) of refuge are not required.</p>	
8-2	<p>Site Plan includes:</p> <ul style="list-style-type: none"> <li>• Street names are displayed, and legible;</li> <li>• Mark the location of any fire hydrants on the property (If none, note on the plan; "No Fire Hydrants Exist on the Property");</li> <li>• Mark the Assembly Point(s) (outside the building);</li> <li>• Mark the normal access route used by the Fire Department;</li> <li>• Is typed with minimal or no handwriting;</li> <li>• Each page has; School/Program Name(s), IRN, and Address;</li> <li>• Includes a Compass (at a minimum North).</li> </ul> <p>(ORC 3313.536 B 2 b ii; OAC OAC 1301:7-7-04 D 3 a)</p>		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
8-3	<p>Law enforcement signature (ORC 3313.536 B 1, ORC 3313.536 C 2, OAC 3301-5-01 C)</p>		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	

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8-4	Fire official signature (ORC 3313.536 B 1, ORC 3313.536 C 2, OAC 3301-5-01 C)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
8-5	EMS official signature (ORC 3313.536 B 1, ORC 3313.536 C 2, OAC 3301-5-01 C)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
8-6	EMA official signature (ORC 3313.536 B 1, ORC 3313.536 C 2, OAC 3301-5-01 C)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
Optional 8-7	Parent of student assigned to building signature (ORC 3313.536 B 1, OAC 3301-5-01 C)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	
Optional 8-8	Teacher assigned to building signature (ORC 3313.536 B 1, OAC 3301-5-01 C)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p> <p>The optional guidance element was deemed Not Applicable by the school administrator.</p>	

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8-9	Non-teacher assigned to building signature (ORC 3313.536 B 1, OAC 3301-5-01 C)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
8-10	Administrator assigned to building signature (ORC 3313.536 B 1, OAC 3301-5-01 C)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	
8-11	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)		<p>The guidance element has been incorporated into the plan.</p> <p>This guidance element has only been partially addressed. Please include the following changes.</p> <p>There is no evidence of this guidance element in the plan. Please revise the document to address this element.</p>	