3301-5-01 Requirements for the Emergency ~~management plan~~Management Plan and Test.

The purpose of this rule is to define the requirements, content, and format of emergency management ~~plans~~plan and the emergency management test 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~~emergency operations plan shall consist of a single document ~~for addressing and responding~~ to ~~serious threats and emergency events. At a minimum,~~address all-hazards that may negatively impact the ~~protocol shall contain a course of action for an~~school; including but not limited to active shooter ~~event~~, hostage ~~situation~~, bomb threat, act of terrorism, ~~hazards addressed by section 5502.26 of the Revised Code~~bullying, 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 hazard analysis shall be included.

(a) The ~~protocol~~plan shall be ~~a preparedness document~~an all-hazards emergency operations plan organized around five mission areas: prevention, protection, mitigation, response, and recovery.

~~(i) Prevention means~~The plan shall be compliant with the ~~capabilities necessary~~National Incident Management System (NIMS).

(b) The plan shall incorporate the access and functional needs of the students, teachers, and staff.

(c) The plan shall incorporate behavioral health prevention education for students, staff, and administrators that promotes positive school climate and culture to avoid, deter, or stop an imminent crime or safety issue, 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~~(d) The plan may include use of temporary door locking devices, when approved by the building official and noted on the certificate of occupancy only in school buildings where the requirements of sections 108.1.9.11 and 108.1.9.12 are met and as outlined in OAC 4101:1-10-01

(e) The plan shall be updated and revised at least every three years to reflect lessons learned and best practices to continually improve the plan. The emergency management test and actual emergencies at the schools building will be a source for lessons learned.

(f) The plan shall include procedures for notifying ~~appropriate~~ law enforcement ~~personnel, calling upon specified emergency response personnel for assistance, informing parents of affected students, and taking~~ , fire, EMS, emergency management, mental health, and other ~~appropriate actions.~~outside experts who could assist in responding to and recovering from an emergency.

(~~d~~g) 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 or legal guardian of the parental notification procedures included in the ~~protocol~~plan. Any student ~~or child~~and their parent or legal guardian enrolled in the school after the annual notification ~~and the student's or child's parent~~ , shall be notified ~~of the parental notification procedures included in the protocol.~~upon enrollment.

(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~~ Community Engagement

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

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

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

(c) Teachers ~~and non~~who are assigned to the building

(d) Non-teaching employees who are assigned to the building

(e) Community behavioral health

(2) The emergency management plan shall contain the name, title (if applicable), contact information, and signature of ~~the parties, or their designees~~each stakeholder as identified in section C 1 of this rule.

(D) ~~Filing~~

(1) Administrators shall electronically submit to The information on the department of education emergency management plans and any updates as outlined in test pursuant to division (CE)(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 shall be submitted on standardized forms developed and made available by the department of education.

(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 criteriarequirements:

(a) Be a scheduled event

(b) Provide advance written notice of each ; no actual emergency management test to any entity with which the administrator filedshall constitute 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. test, even if an after action report is produced.

(c) Provide written notice to the(b) The type of test shall be a tabletop, functional, or full-scale, each type being used once every three years.

(c) The test shall include at least one hazard from the hazard analysis, as required in Section A 1 of this rule.

(d) The test shall include at least one functional content area.

(e) The test should include at least one representative from law enforcement, fire, EMA, EMS, and/or behavioral health.

(2) Administrators shall submit an after action report to the Ohio 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 no later than 30 days after the exercise, and documenting the date and time. following:

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

(f) Contain an i)Date/time/weather/length/ of 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
(ii)Identify discussion/operations based exercise;

(iii) Scenario utilized;

(iv) Hazard(s) utilized; Safety Data Sheets, as appropriate, shall be provided;

(v) Functional content area(s) utilized;

(vi) Identify at least three strengths and at least three improvement areas of the Plan discovered as a result of the emergency management test.

It is recommended that this rule be reviewed every three years, rather than the specified five.

Effective: 12/25/2014
Five Year Review (FYR) Dates: 12/25/2019
Promulgated Under: 119.03
Statutory Authority: 3301.07, 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
Rule Amplifies: 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).~~