

Emergency Plans

The School institutes these guidelines to enable employees at a facility to act logical and controlled manner in the event of an emergency. Emergency procedures are for fire drills, tornado drills, safety drills, emergency management tests, and procedures to address other such life-threatening emergencies (i.e. noxious fumes and/or odors, chemical spills, etc.). Regardless of the number or type of drill the School is required to have, the School shall conduct at least one (1) drill or rapid dismissal or one (1) safety drill during each month where the School's average daily attendance is twenty (20) or more students.

The following guidelines must be implemented at each facility. A Principal's failure to comply with the below stated requirements may result in a referral to the Ohio Department of Education's Office of Professional Conduct.

Fire Drills. Fire drills will be practiced at least six (6) times during the school year in each facility as required by R.C. 3737.73, so long as the School has smoke detectors or a sprinkler system in all classrooms. If the School does not have smoke detectors or a sprinkler system in each classroom, fire drills will be practiced at least nine (9) times during the school year in each facility. During the first ten (10) days that School is in session each year, there shall be one (1) fire drill. The Principal or his/her designee shall have primary responsibility to plan, organize, and implement these fire drills and to report the results of each drill to the Principal or his/her designee. Fire drills will be conducted at various periods throughout the school day.

The initial fire drill of each school year may be an announced drill so as to alert the students and employees in that facility to the alarm and to enable each to be able to distinguish the fire alarm from other alarms which may be used at that facility. Every student, visitor, and employee present in the facility when a fire alarm is sounded will leave the facility and go to the location which the Principal or his/her designee shall assign outside that facility. Fire drill guidelines and rules (i.e. appropriate and expected fire drill behaviors, opening egress doors, closing work area and exit doors and windows, marking and posting of egress routes, assigning and informing of the outside fire drill destinations for each group of students and employees, etc.) shall be planned and developed by the Principal or his/her designee and will be discussed with all students and each employee at the facility prior to the first fire drill. Student attendance will be taken by the teacher or person responsible for students once outside the facility and at the assigned designation. Attendance will again be taken once any students and/or staff have arrived back in its usual assigned work area(s). Students and employees may reenter the facility only after the Principal or his/her designee gives the "all clear" indication. All fire alarms, including false alarms, will be treated with the same seriousness as if a real fire was in progress in that facility. The Principal or his/her designee will indicate the date, time of day, length of time required to totally clear the entire facility of both students and employees, and of any other usual or unusual data associated with that particular fire drill in the report to Principal or his/her designee. The Principal or his/her designee shall annually conduct a full inspection of each fire extinguisher in the facility, noting its readiness for use or a malfunction. He/she will during that inspection date initial the card attached to that fire

extinguisher. The Principal or his/her designee shall conduct a monthly visual inspection of each fire extinguisher in the facility.

Tornado Drills. Tornado drills will be practiced once each month during the tornado season of April through July when school is in session.

The initial practice tornado drill may be announced so as to alert the students and employees assigned to that facility to the tornado alarm and to enable each to be able to distinguish the tornado alarm from other alarms used at that facility. Every student and employee present in the facility at the time of the tornado drill will participate by leaving the assigned work area and reporting immediately to the assigned tornado drill area within the facility. The tornado drill rules (i.e. appropriate behaviors, assumed drill body positions/postures, marking of assigned tornado drill areas for each group, posting of egress routes from the assigned work areas, etc.) shall be planned, organized, and implemented by the Principal or his/her designee and will be discussed with all students and employees prior to the first practice tornado drill. Student attendance will be taken once the class or group has reached the assigned tornado drill area and taken once again after the class and/or staff arrive back in the usual and assigned work area. Students and employees may return to their assigned work areas only after the Principal or his/her designee issues an "all clear" indication. All tornado alarms will be treated with the same seriousness as if a tornado was in progress in the immediate area of the facility. Students will be released to parents during a tornado drill providing the custodial parent has appeared in person and has in writing requested that their child(ren) be released to them.

The Principal or his/her designee will indicate the date, time of day, and the length of time required to perform the practice tornado drill, as well as any usual or unusual data associated with that tornado drill in his/her report to the Principal or his/her designee.

Safety Drills. Safety drills will be practiced at least three (3) times during the school year in each facility as required by R.C. 3737.73. Safety drills shall include practice of procedures to secure inside or evacuate the School building in the event of a threat involving an act of terrorism, a person in possession of a dangerous ordinance (including a bomb or threat of a bomb), or any other violent situation. At least one (1) of the three (3) practiced drills shall require pupils to be secured inside the School building. The Principal or his/her designee shall provide seventy-two (72) hours advanced written notice of the date, time and place of the safety drill to the police chief or similar local law enforcement official. The School shall also conduct one (1) theoretical safety drill per school year to provide staff instruction. Theoretical safety drills may be conducted during annual in-service trainings.

The initial safety drill of each school year may be an announced drill so as to alert the students and employees in that facility to the alarm and to enable each to be able to distinguish the safety alarm from other alarms which may be used at that facility. Every student, visitor, and employee present in the facility when a safety alarm is sounded will follow the announced procedure to either leave the facility to go to the location which the Principal or his/her designee shall assign outside that facility or immediately secure-in-place. Safety drill guidelines and rules (i.e. appropriate and

expected safety drill behaviors, opening/closing egress doors, closing and locking work area and exit doors and windows, marking and posting of egress routes, assigning and informing of the outside safety drill destinations for each group of students and employees, etc.) shall be planned and developed by the Principal or his/her designee and will be discussed with all students and each employee at the facility prior to the first safety drill.

If the safety drill calls for an evacuation of the School building, student attendance will be taken by the teacher or person responsible for students once outside the facility and at the assigned evacuation location. Attendance will again be taken once any students and/or staff have arrived back in its usual assigned work area(s). If the safety drill requires students to secure inside the building, student attendance will be taken by the teacher or person responsible for students once the designated location has been secured. Attendance will again be taken upon release from the secured position when students and/or staff have arrived back in its usual assigned work area.

Students and employees may reenter the facility or release from their secured positions only after the Principal or his/her designee gives the “all clear” indication. All safety alarms, including false alarms, will be treated with the same seriousness as if a real emergency event was in progress in that facility. The Principal or his/her designee will indicate the date, time of day, and length of time required to totally clear or secure the entire facility, and of any other usual or unusual data associated with that particular safety drill in the report to Principal or his/her designee.

Noxious Fumes. Noxious fumes and/or odors, chemical spills, and other life threatening emergencies require that the Principal or his/her designee plan, organize, and implement a reasonable evacuation procedure for the facility given any of the above circumstances. The Principal or his/her designee will discuss these guidelines with the responsible employees at the beginning of each new school year.

Such emergencies will be immediately reported to the proper public protection authorities and to the Principal or his/her designee. A written summary of the emergency will follow which will give the date of the emergency, time of day that it occurred, type of emergency, and the resulting action(s) taken to secure the safety and health of students and employees affected by the emergency.

Emergency Management Test. The Principal or his/her designee shall conduct an emergency management test at least once each calendar year consistent with rules adopted by the State Board of Education. An emergency management test is defined as a regularly scheduled drill, exercise, or activity that is designed to assess and evaluate an emergency management plan. Emergency management tests must be one of three (3) types: (i) a tabletop exercise; (ii) a functional exercise; or (iii) a full-scale exercise. Each type of exercise must be conducted at least once every three (3) years.

An emergency management test shall assess at least one (1) hazard and one (1) functional content area outlined in the School’s emergency management plan. The Principal or his/her designee shall have primary responsibility to plan, organize, and implement these emergency management tests, including inviting appropriate local law enforcement, fire or other emergency officials to

participate. The Principal or his/her designee is also responsible to report the results of each drill within thirty (30) days to the Ohio Department of Education.

R.C. 3313.536; 3737.73; OAC 3301-5-01; OAC 1301:7-7-04 (Ohio Fire Code).