

## **10.18 SAFETY PROGRAM; EMERGENCY MANAGEMENT PLANS AND THREAT ASSESSMENTS**

### Safety Program

The Board will make efforts to provide for the safety of all students, employees and members of the community present on property used by the Franklin Local School District and at all Franklin Local School District-sponsored events at other sites. The Board directs the Franklin Local School District to use the Franklin Local Schools safety program.

The Superintendent/designee has responsibility for the safety program of the Franklin Local School District. The practice of safety is a part of the instructional plan of the Franklin Local School District through educational programs. The educational program includes in-service training and emergency procedures appropriate to students at different grade levels.

### Comprehensive Emergency Management Plan

For each school building under the Board's control, the Administrator who has supervisory authority over the building shall adopt a comprehensive emergency management plan for his or her building. The Administrator shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety and shall propose operating changes to promote the prevention of potentially dangerous problems and circumstances. In developing the plan for each building, the Administrator shall involve community law enforcement and safety officials, parents of students who are assigned to the building, and employees who are assigned to the building. The Administrator shall consider incorporating remediation strategies into the plan for any building where documented safety problems have occurred.

The emergency management plan shall consist of:

1. An emergency operations plan: A single document to address all-hazards that may negatively impact the school that shall incorporate all of the following:
  - a. A hazard identification and risk analysis;
  - b. An all-hazards emergency operations plan organized around: prevention, protection, mitigation, response, and recovery. It shall be compliance with the principles of the National Incident Management System;
  - c. Access and functional needs of the students, teachers, and staff;
  - d. Education for students, staff, and administrators to avoid, deter, or stop an imminent crime or safety issue, threatened or actual;
  - e. Use of temporary door locking devices consistent with applicable laws and regulations;
  - f. Procedures for notifying law enforcement, fire, EMS, emergency management, mental health, public health officials, and other outside experts who could assist in responding to and recovering from an emergency;
  - g. A threat assessment plan developed as prescribed by law;
  - h. A protocol for the school threat assessment teams established by law;
  - i. The emergency operations plan shall be updated and revised at least every three years to reflect lessons learned and best practices.

2. A floor plan unique to each floor of the building;
3. A site-plan including all building property and surrounding property;
4. An emergency contact information sheet;
5. Signatures of all stakeholders engaged in the development of the plan;
6. Proof of completion of an approved threat assessment training program for each team member.

The emergency management plan for each building shall involve the input of stakeholders, including community law enforcement and safety officials; parents/legal guardians of students assigned to the building; teachers assigned to the building; and non-teaching employees assigned to the building.

Prior to the opening day of each school year, the Board shall inform students and their parents or guardians of the parental notification procedures included in the emergency protocol. Newly enrolled students and their parents or guardians shall be notified upon enrollment.

The Administrator shall submit an electronic copy of the building emergency management plan to the Director of the Ohio Department of Public Safety in the manner prescribed by the Department, at least once every three years. The plan shall also be submitted whenever a major modification to the building requires changes in the procedures outlined in the plan. The Administrator also shall file a copy of the current emergency management plan and a floor plan of the building with the attorney general.

The Administrator shall file a copy of the current emergency management plan with each law enforcement agency that has jurisdiction over the school building and, upon request, the fire department and/or emergency medical service organizations that serve the political subdivision in which the school building is located, the county emergency management agency for the county in which the building is located, and/or the regional mobile training officer.

The Administrator shall review the emergency management plan and certify to the Director that the plan is current and accurate by July 1<sup>st</sup> of each year. Whenever the plan is updated or modified, copies must be filed within 10 days with the Director and the other entities identified in the above paragraph.

The Administrator shall prepare and conduct at least one annual emergency management test.

The Administrator shall grant access to the school building under his or her control to law enforcement personnel to enable the personnel to hold training sessions for responding to threats and emergency events affecting the building, provided that the access occurs outside of student instructional hours and an employee of the Board is present in the building during the training sessions.

Copies of emergency management plans, and any information contained therein, are security records not subject to public disclosure under the public records act. Information posted to the contact and information management system and/or any floor plan filed with the attorney general are also not public records.

### Threat Assessments

1. There shall be a threat assessment team for each school building in the district serving grades six through twelve. Each team shall be multidisciplinary, when possible, and may

include school administrators, mental health professionals, school resource officers, and other necessary personnel.

2. Upon appointment and once every three years thereafter, each team member shall complete an approved threat assessment training program from the list maintained by the department of public safety.
3. If a school building has a similarly constituted safety team, that team also may serve as the threat assessment team, provided that the team and each member comply with the requirements of this policy and state law.
4. If members of an existing safety team have completed a training program in the year immediately preceding the implementation date of Revised Code Section 3313.669 that later is approved by the department of public safety, the team members are not required to complete the training program for two years after the implementation date.
5. Each school building shall adopt a threat assessment plan and related protocols consistent with law. The plan shall be incorporated into each building's emergency operations plan.

Adopted: 2/16/23