

Trumbull County ESC Emergency Operations Plan

Center Emergency Operations Plan

Trumbull County ESC

6000 Youngstown Warren Road Niles, Ohio 44446

(330) 505-2800

IRN: 050088

Additional Programs and IRNs

Program IRN	Program Name
N/A	

Questions about this plan should be referred to:

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Approval and Implementation

This Emergency Operations Plan addresses the Trumbull County ESC's planned response to all hazards. It is the principle plan for mitigating emergencies and incidents to ensure the protection of life, health, and property. This plan aids in recovery operations to ensure that the Center returns to pre-emergency operations and is intended to facilitate coordination with local first responders and establish a framework for an effective system of comprehensive emergency management.

To execute this plan effectively and mobilize available resources, **all Center personnel must have a working knowledge of the procedures outlined in this plan and trained in its use.** Staff having roles and responsibilities established by this plan are expected to be familiar with their roles based on the provisions of this plan.

Modifications to this plan may be made under the direction of the Superintendent of Trumbull County ESC or the Assistant Superintendent of the Trumbull County ESC.

This Center EOP is developed pursuant to the Ohio Revised Code 3313.536, 3313.666, and 3737.73 and Sections 3301-5-01 and 1301:7-7-04 of the Ohio Administrative Code, and conforms to the National Incident Management System (NIMS).

ORC 3313.536 (B)(1) states, Each administrator shall develop and adopt a comprehensive emergency management plan, in accordance with rules adopted by the state board of education pursuant to division (F) of this section, for each building under the administrator's control. 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 teachers and non-teaching employees who are assigned to the building.** The administrator shall incorporate remediation strategies into the plan for any building where documented safety problems have occurred.

By signing below, you are attesting that the requirements set forth in ORC 3313.536 (B)(1) have been met.

This plan supersedes any previous versions.

Michael Hanshaw
Print Name

Superintendent
Title

5-__-20
Date

I. Introduction

A. Purpose of the Planning

The Trumbull County ESC Emergency Operations Plan (EOP) provides policies and procedures on how to respond to all-hazard emergency incidents. This plan has been customized to meet the specific and unique needs, capabilities, and circumstances found at Trumbull County ESC.

The Comprehensive Emergency Management Plan consists of:

- Emergency Operations Plan (EOP)
- Floor Plan
- Site Plan
- Emergency Contact Information Sheet
- Stakeholder Signatures

B. Scope of the Plan

The plan outlines the expectations of Center staff as well as providing authority for personnel to enact the plan as needed. The plan identifies internal and external communications, training, and sustainability; authority and references as defined by state mandates and actions the Center will use for prevention, protection, mitigation, response, and recovery.

This EOP covers all programs or entities licensed through the Department of Education that reside in this facility, regardless of their reporting structure, ownership of the building/facilities, or the time of day the program operates. Adjustments to procedures may be needed for after-hours activities (i.e., sporting events, theatre, clubs, HeadStart) and can be found in each section as appropriate.

C. Plan Activation

Decision-making authority and operational control must be clear, regardless of who is on-site. Primary and alternate decision-makers should be identified for each program, regardless of the time of day that activity occurs. Plan activation responsibility does not preclude staff from taking action upon initial identification of a hazard.

See Section II.D After Hours Activities for how the plan will be activated after hours.

This plan may be activated in part or whole, as necessary, by:

Michael Hanshaw - Superintendent

First Alternate: Asst. Superintendent, Robert Marino

Second Alternate: Treasurer, Lori Simione

Third Alternate: Pupil Services, Kathy Vilsack

Fourth Alternate: Technology Supervisor, Chris Hubinsky

See Emergency Contact Information Sheet for specific information.

II. Situation Overview

A. Site Information

Trumbull County ESC includes the following buildings/facilities:

Name	Function
Main Offices	Main working facility

This Center EOP shall apply to the building and grounds for all events that occur, regardless of the time of day or day of the week.

B. Center Population

Total population frequently at Trumbull County ESC is approximately 45.

Occupant	Number
Administrators	5
Supervisors	30
Office/Support Staff	8
Visitors	Up to 300
Total Population	Varies by day

C. Functional Needs Population

Trumbull County ESC does not include house students; however, the Center is committed to the safe evacuation and transport of all students and staff. The Center recognizes that some members of its population may need additional assistance during and after an emergency. Those who need additional support may have physical, sensory, mental health, and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. The functional needs population includes, but is not limited to, students/staff with:

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Functional Need	Number
Limited English Proficiency	0
Blindness or Visual Disabilities	0
Cognitive or Emotional Disabilities	0
Deafness or Hearing Loss	0
Mobility/Physical/Medically Fragile Disabilities (Permanent and Temporary)	0
Allergies (Including Asthma and Severe Allergies)	0

These numbers will fluctuate. Staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

When possible, offices/conference rooms containing guests and staff who require further assistance during an emergency will be identified.

A list of staff members that have been trained and assigned to assist the functional needs population during drills, exercises, and incidents is available in the Superintendent's Office.

Staff will follow the below general guidelines as appropriate in assisting in an emergency:

Assisting those with **limited English proficiency**:

- Emphasize keywords
- Use gestures where applicable
- Use appropriate vocabulary for staff proficiency level
- Speak at a rate suitable for guest proficiency level
- Use short, simple sentences
- Repeat instructions

Assisting the **visually impaired**:

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- Address the person by name
- Identify yourself and explain the situation quickly
- Offer assistance, and once accepted, tap the back of your hand against the hand of the visually impaired person. He/she will grasp your arm above the elbow.
- Clearly describe where you are going and any approaching obstacles or protruding objects that will require navigation
- Never leave the person in an open space; guide him/her to a seat, railing or wall if you need to walk away briefly

Assisting the **cognitively or emotionally impaired**:

- An alternate evacuation route may need to be used to minimize emotional reactions
- Involve a companion assistant, if available
- Maintain eye contact
- Calmly explain what is happening
- Reassure the individual
- Speak in simple, brief sentences
- Do not touch the person unless it is necessary for his/her safety
- Remain with the person until directed otherwise, or until the situation has been resolved

Assisting the **hearing impaired**:

- Face the impaired person directly
- Say the person's name before starting a conversation
- Speak clearly, slowly, distinctly, and naturally
- Avoid talking rapidly or using complex sentences
- Use a notepad and pen or sign language to clearly communicate that there is an emergency, and how to exit.

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Assisting the **mobility impaired** (wheelchairs):

- Move to Area of Refuge and notify first responders of location

Assisting those with **asthma and allergies (Anaphylaxis Emergency)**:

- Recognize the symptoms;
 - Skin reactions (including hives, itching and flushed or pale skin)
 - Swelling of lips, tongue, face, throat may cause wheezing and trouble breathing
 - Nausea, vomiting
 - Dizziness or fainting
- Call 911 for medical assistance

D. After-Hours Activities

If the Center is being used after regular hours, groups/individuals will be informed of the emergency procedures found in this plan by the Superintendent's Superintendent or designee. A list of after-hours events with Points of Contact (emergency decision-maker), meeting times, location, and duration is available in the receptionist office and on the bulletin board by the Superintendent's Office. The list of after-hours events is maintained in the receptionist's office. Additionally, a hard copy is posted on the bulletin board outside the Superintendent's office. If used after hours, groups utilizing the facility will be informed that emergency operation protocols flip charts can be found by the phone, which is located near the presentation desk. TCESC permits groups using the facility to make life-safety decisions if procedures in the plan are not available. The Point of Contact of the group will be provided the emergency contact sheet to utilize during an emergency within the building.

For after-hours events, some aspects of this EOP may need to be adjusted. For example, the office may be closed/locked and not available for reporting an emergency. Incidents that occur after hours will be reported to Robert Marino by cellphone: 330-883-

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5977. The Center administration permits the groups using the facilities to make life-safety decisions if procedures in this plan are not available.

After regular Center hours, this plan may also be activated in part or whole, as necessary, by point of contacts.

E. Off-Site Activities

Off-site and other official Center activities may require additional emergency planning. Consider the following:

- Take Emergency Contact sheet with you
- Identify the medical needs of staff. Ensure appropriate medications are available on and kept secure with an adult who can administer
- Have ready access to medical treatment authorization forms
- Have ready access to emergency parent/guardian contact information
- Backup transportation and repair information
- Emergency funding mechanism for unexpected overnight housing/food
- Review emergency procedures for destination
- Provide emergency contact numbers for staff on a trip to Center administrators (to remain at Center in case family members needs to reach a staff member)

F. Planning Assumptions

The following list of planning assumptions allows for deviation from the plan if certain assumptions or conditions prove not to be true during operations.

- A major disaster could occur at any time and any place, some with little or no warning. In many cases, dissemination of warnings to the public, and implementation of increased readiness measures may be possible.
- Any emergency may overwhelm the resources of the Center building.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time

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to request and dispatch external assistance, the Center needs to be prepared to provide immediate decision making and first aid.

- Following a significant or catastrophic incident, the Center may have to rely on its resources to be self-sustaining for up to 72 hours.
- Risk of harm, injury, and damage will exist regardless of how much a Center plans for an emergency. This plan facilitates the reduction of that risk. Loss of life and property is still possible.

It is the policy of Trumbull County ESC that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Trumbull County ESC will endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

G. Conditions That Could Impede Center Functions

The following products and services are crucial to the daily needs of the Center. The lack of these may create an emergency and/or may not be available following an emergency. Alternate sources will be utilized and are identified below. If alternative sources are not available, the Center will coordinate with the County Emergency Management Agency.

Service	Primary Source	Alternate Source
Electric	City of Niles Service Director's Office Public Utilities - 330-544-9000	Close Office
Gas	Dominion East Ohio Gas - 330-652-9944	Close Office
Water	City of Niles Service Director's Office Public Utilities - 330-544-9000	Close Office
Phone Service	AT&T 1-800-247-2020	Close Office
Internet/VOIP	Warwick Inc.VOIP: 1-800- 860-0300 NEOMIN Internet: 330-847-6464	Close Office
Trash Removal	Covelli Enterprise - 330-240- 4058	Close Office

III. Prevention

A. Training on the Plan

All staff should be trained on the Center's emergency response procedures, and training records should be maintained by the Center. Training records for all staff are kept in the Human Resources Office.

Specific personnel that are trained on the Center's emergency response procedures include but are not limited to:

Title
Superintendent
Assistant Superintendent
Treasurer
Technology Coordinator
Pupil Service Director
HR Supervisor
Administrative Assistants

Types of training provided by the Center include but are not limited to:

Training Topic or Course Title
Annual Safety Drill OAC 1301:7-7-04(F)(2)
Annual EOP Training
Tattletale Security System Safety Training for Administrative Assistants

Substitute personnel are provided just-in-time' training each time they work in the building. This training includes:

Substitute Teacher Just In Time Training Topics:
N/A

B. Exercise the Planning

Trumbull County ESC will conduct an annual Emergency Management Test (EMT) in accordance with OAC 3301-5-01. The Center should coordinate exercise efforts with relevant community partners, including first responders and County EMA.

The EMT will be documented in SAFE. Trumbull County ESC will conduct drills and exercises with the purpose of testing the procedures identified in the Center EOP and ensure that administration, staff, faculty, and students are familiar with the specific actions required in the Center EOP.

The Center will conduct the drills identified in ORC 3737.73 in accordance with all statutory requirements.

Summary of Required Drills and Reporting			
Type	Number of Drills Required		Reported to:
Rapid Dismissal (Fire) Drills	IF all classrooms have either sprinklers or smoke detectors, 6, monthly during the Center year	IF one or more classrooms has neither a sprinkler or smoke detector, 9, monthly during the Center year	Email scanned form to: sfm_codeenf@com.sate.oh.us
Tornado Drills	One per month April-July for months when Center is in session		
Safety Drills 3 Functional	<ul style="list-style-type: none">• May not be <u>combined</u> with Rapid Dismissal or Tornado Drills• Must involve students (ESC does not house students)• Must be coordinated with law enforcement• 1 of 3 must involve being secured in the building		Reported to Local Law enforcement by December 5 th of each year, contains previous year's drills, dates, and times. Includes estimated dates of safety drills for the current Center year.
1 Theoretical	<ul style="list-style-type: none">• Provide instruction to Center faculty and staff regarding procedures to be followed in such situations• Student participation optional		

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	<ul style="list-style-type: none"> Can be conducted during annual training sessions required in RC 3737.73(D)(3).3 RC 3737.73(D)(1)(b) 	
Reporting the Emergency Management Test (EMT)		
<ul style="list-style-type: none"> There is an annual reporting requirement: each calendar year, enter one EMT into OH-ID One of each type (Table Top, Functional, Full Scale) must be entered over a 3-year cycle Drills will exercise at One Functional Content Area Drills will exercise at One Threat/Hazard A Rapid Dismissal, Tornado, or Safety Drill (above), if properly documented may fulfill this requirement. 	Enter into OH-ID within 30 days of completion (https://safe.ode.state.oh.us/portal/). Must be completed by December 31 st .	

Improvement Areas from Emergency Management Tests

Centers are required to enter EMTs in OH-ID beginning in 2017, and every year after. Centers are required to address the three (3) areas for improvement in the EOP.

Year Table Top EMT Conducted		Areas for Improvement
2020	1	Notification of visitors is limited. The phone system is not loud enough to provide proper information.
	2	Flip charts need to be updated
	3	Evening guests must sign off on form acknowledging safety information

Year Functional EMT Conducted		Areas for Improvement
2020	1	With students no longer in the facility, adjustments have been made to the EOP and drill procedures.
	2	
	3	

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Year Full Scale EMT Conducted		Areas for Improvement
2020	1	With the closure of our relocation area, the plan must be updated with a new reunification site.
	2	
	3	

IV. Protection/Mitigation

A. Hazard Analysis

Trumbull County ESC is exposed to many hazards and threats that have the potential for disrupting the Center community, causing casualties and damaging or destroying Center property. **The Trumbull Emergency Management Agency maintains a county-wide hazard analysis and should not be included in its entirety. Each hazard listed below has been identified by each administrator, in consultation with county emergency management, as hazards and threats known to the Center.**

ORC 3313.536 (B)(1) states, "The administrator **shall examine the environmental conditions and operations of each building to determine potential hazards.**"

Each hazard checked "yes" in this table will need to be included in the hazards/threats section below:

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Hazard Plans

Hazard/Threat	Included
Active Shooter/Active Aggressor	Yes
Bomb Threat	Yes
Bullying (Harassment, Intimidation, and Bullying {HIB})	Yes
Bus Accident	Yes
Fire	Yes
Hostage	Yes
Blood Borne Pathogen	Yes
Severe Storm/Tornado	Yes
Terrorism	Yes
Chemical Accident	Yes
Civil Disturbance	Yes
Dam Failure	No
Death	Yes
Earthquake	Yes
Explosion	Yes
Flood	Yes
Gas Leak/Outage	Yes
Injury/Health Emergency	Yes
Lost Child	Yes
Medical Pandemic	Yes
Nuclear Incident	Yes
Power Outage	Yes
Sexual Assault/Abuse	Yes
Unidentified Substances/Illicit Drugs	Yes
Water Outage/Restriction	Yes
Winter Storm/Ice Storm	Yes

B. Security Measures

The Center administrator ensures physical and operational security measures are in place to foster a safe learning environment.

A weekly review of the Center's physical security features is conducted by Assistant Superintendent. Security equipment will be checked Weekly by Technology Administrator to ensure the equipment is working correctly. The Assistant Superintendent has the responsibility of identifying funding opportunities and/or obtaining grants to cover future costs of physical security improvements.

The Center should make a plan to repair, replace, or update equipment that is found to be ineffective as the result of the Emergency Management Test or actual emergencies.

Effective physical security measures address a variety of hazards and threats.

See Appendix: Example of Security Checklist

V. Response

The Center administrator ensures physical and operational security measures are in place to foster a safe learning environment.

A. Incident Command Roles and Responsibilities

In a major emergency or disaster, the Center may be damaged or need to be evacuated, and people may be injured, and/or other incident management activities may need to be initiated. Center officials and staff are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified, usually an emergency responder with legal authority to assume responsibility.

All activities necessary in managing an incident must be organized and coordinated to ensure the most efficient response.

Incident Commander (IC) Directs Incident Management Activities Primary: Michael Hanshaw Alternate: Robert Marino			
Public Information Officer (PIO) Acts as liaison between Center and public (including media) Primary: Virginia Shank Alternate: N/A Alternate: N/A			
Planning Responsible for collection, evaluation, dissemination, and use of information Pri: Michael Hanshaw Alt: Virginia Shank	Operations Carries out response activities, universal procedures, etc. Pri: Robert Marino Alt: Chris Hubinsky	Logistics Responsible for organizing resources and personnel Pri: Michael Hanshaw Alt: Robert Marino	Finance & Administration Responsible for incident accounting, costs, and reimbursement Pri: Lori Simone Alt: Stacy Foster

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There are many responsibilities to fulfill before, during, and after an emergency. The below table indicates general duties that must be addressed regardless of the type of hazard. See each hazard for additional responsibilities.

Center staff is responsible for handling emergencies until the first responders arrive.

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Roles and Responsibilities												
Responsibilities	Superintende	Principal	Teachers	Instructional Aides	Substitute Teachers	Non-teaching Staff	Cafeteria	Student	Concealed Carry	Parents / Guardians	Custodian	SRO
Makes policy decisions	X											
Informs Policy Group	X											
Incident/Unified Command	X											
Identifies Resources	X											
Notifies First Responders (calls 911)	X											
Secures Scene/Preserves Evidence	X											
Makes all Center resources available to first responders	X											
Activates Emergency Communications Systems	X											
Accounts for all building occupants during/after an incident	X											
Reports to IC any missing/unaccounted occupants	X											
Provides first aid	X											
Provides Just-in-Time training to substitute teachers	X											
Accesses Center emergency records	X											
Maintains custody records	X											

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Monitors phones/emergency radio	X											
Provides training to students on emergency procedures	X											
Follows decisions of Incident Command	X											
Reports Emergencies	X											
Complies with Center policies during an incident	X											
Coordinates functional content adjustments for after-hours activities	X											
Arranges for transportation of students to unification site	X											
Leads/directs students during an incident	X											
Ensures kitchen equipment has been shut off prior to leaving the building	X											
Interfaces with IC/media/parents	X											
Shuts off utilities, as needed	X											
Surveys building for damage	X											
Participates in After Action Meetings following an activation of this plan	X											

B. Functional Content Areas

Functional content areas are protective measures used to protect life and property.

Protective measures are used in response to hazards and threats that occur

Multiple protective measures may likely be used to provide the highest protection to life and property.

To become familiar with these functional content areas, staff and students will participate in drills, the annual Emergency Management Test, and additional training.

RESPONSE MATRIX										
Threat/Hazard	Close Center	Drop, Cover, Hold on	Emergency Communication	Evacuation	Family Reunification	Lockdown	Medical Response	Rapid Assessment	Reverse Evacuation	Shelter-in-Place
Active Shooter	X		X	X	X	X	X	X	X	X
Bomb Threat			X	X	X			X		X
Bullying (HIB)			X					X		
Bus Accident			X	X	X		X	X	X	X
Fire	X		X	X	X		X	X		
Hostage	X		X	X	X	X		X		X
Medical: Bloodborne Pathogen			X			X	X	X		X
Severe Storm/Tornado	X	X	X		X			X	X	X
Terrorism	X		X	X	X	X		X	X	X
Chemical Accident			X	X	X		X	X	X	X
Civil Disturbance	X		X		X	X		X	X	X
Death	X		X				X	X		X
Earthquake	X	X	X	X	X		X	X		X
Explosion	X		X	X	X		X	X	X	X
Flood	X		X	X	X		X	X	X	X
Gas Leak/Outage	X		X	X	X		X	X	X	X
Injury/Health Emergency			X			X	X	X		
Medical: Pandemic	X		X				X	X		

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Nuclear Incident	X		X	X	X		X	X	X	X
Power Outage	X		X	X	X			X		X
Sexual Assault/Abuse			X				X	X		
Unidentified Substances/Illicit Drugs			X	X			X	X		
Water Outage/Restriction	X		X	X	X			X		
Winter Storm/Ice Storm	X		X	X	X			X	X	X

Close Center

DEFINITION

Center closure is a useful method for preventing/mitigating damage to people and property, in a variety of instances.

APPLICABLE TO BELOW HAZARDS

Active Shooter
Civil Unrest
Death
Earthquake
Explosion
Fire
Flood
Gas Leak/Outage
Hostage
Influenza Outbreak
Medical: Pandemic
Nuclear Incident
Power Outage
Severe Weather/Tornado
Terrorism
Water Outage
Winter Storm/Ice Storm

CLOSE OFFICE PROCEDURE

Notification is paramount when it becomes necessary to close the Center.

Before or after office is open:

Provide information relevant to the closing, including the expected duration

- Notify Staff
- Notify Media

During a business day:

Provide information pertinent to the closing, including the expected duration

- Notify staff

Emergency Communication

PURPOSE

Communication is a critical part of incident management. This section outlines the Trumbull County Educational Service Center 's communications plan and supports its mission to provide clear, effective internal and external communication between the Center, staff, students, parents, emergency responders, the community and media.

Templates for statements/ press releases, the communication plan and media contacts at the major television, Internet, and radio stations are maintained by the Superintendent and located in the Superintendent's Administrative Assistant's office.

RESPONSIBILITIES

Center personnel will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the event evolve. The following practices will be utilized to disseminate information internally when appropriate:

- Telephone: Phone calls from the administration to staff and faculty may be used when direct communication is necessary.
- Text-Messaging System/E-mail System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Center E-mail: When mass communication of a standard message is necessary, a mass e-mail will be sent from an authorized account or user to all staff/faculty or parents as necessary.
- Staff Meetings
- Computers: A wireless laptop computer may be used for communication both within the Center and to other sites. Email may be a useful tool for updating information for staff, other Centers in an affected area, and the district superintendent. An assigned staff member(s) will post information such as Center evacuation, closure, or relocation on the home page of the Center and district web site.
- Fax machines: Possible uses include off-site access to receive and send critical information concerning students and staff members, their locations, and needed telephone numbers, including but not limited to medical information, Release Forms, and authorizations.
- Alarm systems: Bells or buzzers are in place and sound in different ways to signal different types of incidents - for example, fire, lockdown, or special alert (with instructions to follow). All staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.
- Public Address System: A PA system may be used to distribute information of a threat or hazard situation to a large crowd at a Center.

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B. External Communications

Center officials must communicate with the broader Center community on how incidents will be addressed regularly. However, once an incident does occur, parents, media, and the community at large will receive clear and concise messages from Trumbull County Educational Service Center about the incident, what is being done, and the safety of the children and staff.

Before an incident occurs, the Trumbull County Educational Service Center will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the Center's emergency procedures and protocols. Information should not be shared if it would impede the safe response to an incident.
- Information will also be included in the student handbook.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

In the event of an incident, the Trumbull County Educational Service Center will:

- Disseminate information, to the extent possible, via phone calls. Text messages, e-mail, radio announcements, etc. to inform parents about what is known to have happened.
- Implement a plan to manage phone calls and parents who arrive at Center.
- Describe how the Center district is handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number or Web site address where parents can receive updated incident information.
- Keep parents informed about when and where the Center will resume.

After an incident, the Trumbull County Educational Service Center administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

The following practices will be utilized to disseminate information externally when appropriate:

- Mass Communication System
- Social Media: Social Media may be used to distribute information about a hazard or threat situation to students, parents, and the surrounding community.
- Computers: A wireless laptop computer may be used for communication both within the Center and to other sites. Email may be a useful tool for updating information for staff, other Centers in an affected area, and the superintendent. An assigned staff member(s) will post information such as Center evacuation, closure, or relocation on the home page of the Center and district web site.
- Fax machines: Possible uses include: off-site access to receive and send critical information concerning students and staff members, their locations, and needed

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telephone numbers, including but not limited to medical information, Release Forms, and authorizations.

- Center E-mail: When mass communication of a standard message is necessary, a mass e-mail will be sent from an authorized account or user to all staff/faculty or parents as appropriate.

D. Communication with the Media

- Establish a media site and reception area away from the Educational Service Center and any established Incident Command Post.
- Provide updates to the media and the Educational Service Center community.
- Provide only information that has been approved to be released by the Incident Commander in charge of the scene.
- Monitor the release of information and correct misinformation.

All employees are to refer all requests for information and questions to the Superintendent.

Media Contact Numbers:

WKBN/WYTV	330-788-2458
WFMJ	330-744-8821
Tribune	330-841-1600

Methods of Communication											
	Close Center	Drop, Cover, Hold On	Emergency Communication	Evacuation	Family Reunification	Lockdown	Medical Response	Mental Health Service	Rapid Assessment	Reverse Evacuation	Shelter-In-Place
Phone	X	X	X	X	X	X	X	X	X	X	X
2-Way Radios											
Public Address System		X	X	X		X	X				X
Cell Phones	X	X	X	X	X	X	X	X	X	X	X
MegaPhone											
Social Media	X										
Center Wide Email	X	X	X	X	X	X	X	X	X	X	X

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Text Message	X	X	X	X	X	X	X	X	X	X	X
Security System Alarm (Tattletale)				X		X					X

*This table does not limit the Center administrator from altering this plan if the incident requires different communication methods.

Evacuation

PURPOSE

Evacuation will take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill, etc.) and staff, students and visitors can safely reach the evacuation location without danger (playground, football stadium, or off-site location in the community).

RESPONSIBILITIES

Center Incident Commander/Superintendent/designee:

- Call or designate another to immediately call public safety (9-1-1) (police, fire, and emergency responders) to give notice the Center has been evacuated.
- Notify appropriate district staff that an evacuation of the Center has occurred.
- Communicate the need to evacuate the building or a specific area of the building to the building staff and other occupants by activating the fire alarm or by a public address system, security system, or Center messenger service. Make the following announcement using the public address system, security system, Center messenger service (telephone, text, email):

YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION. PROCEED TO THE NEAREST EMERGENCY EXIT. AGAIN, WE ARE EXPERIENCING AN EMERGENCY SITUATION. PROCEED TO THE NEAREST EMERGENCY EXIT.

- Determine evacuation routes based on the location of the incident and type of emergency.
- Communicate changes in evacuation routes based on location and type of emergency.
- Designate staff with assigned radios and/or cell phones to assist in evacuation procedures.
- Monitor the situation and provide updates and additional instructions as needed.
- During inclement weather, consider requesting buses for sheltering students.
- Communicate when it is safe to re-enter the building or re-occupy a section of the office by the public address system, designated staff, or bull horn.

Staff:

- Instruct staff/guests to exit the building using the designated emergency exit routes or as directed by the Center Incident Commander. Emergency exit routes should be diagramed on the Center floor plan drawing posted near the light switch inside each room.
- Use a secondary route if the primary route is blocked or hazardous. Exit routes and the location of the inside the building evacuation location will be selected and

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communicated by the Center Incident Commander at the time of the emergency and the evacuation.

- Help those needing special assistance. Staff/guests with functional needs that prohibit normal evacuation will be assisted out of the building, if possible, or will be taken to an area of refuge. Emergency Responders will be notified immediately of any individuals in an area of refuge.
- Do not lock classroom/facility doors when leaving, close doors, and turn off lights.
- Do not stop for student or staff belongings.
- Take class roster, phone lists, first-aid kit, and other emergency supplies with you.
- Check the bathrooms, hallways, and common areas for staff or guests while exiting.
- Go to designated evacuation assembly area (minimum of 50 feet from the building is required in fire evacuation and 300 feet from building for a bomb threat, chemical spill inside the building, or other-directed evacuations).
- When outside the building or inside the building evacuation location, check for injuries.
- Account for all students. Immediately report any missing or injured students to the Center Incident Commander/Superintendent/designee.
- Wait for additional instructions.

Office Staff:

- Take logs and student sign out sheet to the evacuation assembly area.
- Gather headcount information from teachers and inform the Center Incident Commander of any missing students or staff.

EVACUATION LOCATIONS

- In the event of an evacuation of the building, initially, all persons will evacuate to the outdoor staging area on the west side of the building. If the evacuation will be for a prolonged time, require family reunification or due to weather or other considerations will be considered.

Family Reunification

PURPOSE

The Family Reunification Protocol is used to ensure a safe and secure means of accounting for staff/guests whenever the facility or grounds is rendered unsafe, and a remote site is needed.

RESPONSIBILITIES

Center Incident Commander:

- After consulting with an emergency Incident Commander (police, fire, or other emergency officials), if applicable, determine the appropriate pre-designated relocation site(s).
- Follow pre-determined procedures
- Notify a contact person at the relocation site(s) to prepare for the arrival of staff/guests.
- Designate a Reunification Site Commander.
- Follow pre-determined parental notification procedures such as phone trees, local media channels, automated alert system, cell or text messaging, etc.

Reunification Site Lead:

- Establish a command post.
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use these individuals to calm waiting persons and explain that an orderly process is required for the safety of the students.
- Check the identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for coming guests and staff away from waiting family members.
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- Set up a mental health area and direct staff to accompany family members of any injured, missing or deceased student to the area for staff to provide notification in private.
- Set up a media staging area and notify the Center media liaison of the location.
- Keep evacuees in a holding area separate from other family members until they can be signed out.
- Instruct family members to leave the site to make room for others once they have checked out.

First Responders:

- Maintain crowd/traffic control
- Accept custody of unclaimed students

OTHER PROCEDURES:

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- Outline procedures for reunifying guests and staff.
- Maintain current staff emergency information that details special needs, such as medical or custody issues.
- Store information in a secure and readily accessible location.
- Outline parental notification methods.

REUNIFICATION LOCATIONS:

Reunification locations should be established before an event.

- Primary Location: Westside of the building near dumpster/Chemical Bank

The reunification location(s) should be provided to ensure proper meeting and pickup location

Lockdown

PURPOSE

Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise.

RESPONSIBILITIES

Center Incident Commander/Superintendent/designee:

- Make the following announcement using the building public address system, security system, Center messenger service (telephone, text, email):

YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION, AND WE ARE NOW UNDER LOCKDOWN. AGAIN, WE ARE EXPERIENCING AN EMERGENCY SITUATION, AND WE ARE NOW UNDER LOCKDOWN.

- Designate staff to call 9-1-1, identify the name and address of the Center, describe the emergency, state the Center is locking down, provide intruder description and weapon(s) if known, and identify the location of the Center command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and guests outside to move to the off-site assembly area(s) immediately, try to account for staff.

Office Staff:

- Clear the offices, conference rooms, hallway and bathrooms by your work area, moving everyone into a safe area.
- Lock your doors.
- Move any large objects in front of the door to barricade the door. All moveable items, such as chairs, should be used as well.
- Take attendance and be prepared to notify the Incident Commander of staff or guests sheltered in your room. If a shooter or intruder gains entry, staff/guests should consider exiting by running past the shooter/intruder.
- Staff may utilize methods to distract the shooter/intruder's ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder's face or person.
- Allow no one outside of the room until law enforcement/Incident Commander gives the "All Clear" signal unless a life-threatening situation exists and a means to safe exit is available (through a window or other safe passage).
- Stay by the phones to wait for additional procedures from the Incident Commander.

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- Remotely check the status of offices, conference rooms via PA, telephone, computer, or other methods.
- Assist the Superintendent/designee or Incident Commander to establish the Center command post.

Notify Property Manager:

- Covelli Property Manager: 330-240-4058
- Covelli Property Maintenance: 330-272-2597

If students and Center personnel are outside of the Center building at the time of a LOCKDOWN, office personnel will move staff/guests to the designated off-site assembly location.

Important Phone Numbers:

Superintendent:	330-505-2800	ext. 108
Assistant Superintendent:	330-505-2800	ext. 275
Treasurer:	330-505-2800	ext. 113
Assistant Treasurer:	330-505-2800	ext. 119
Supt. Administrative Assistant:	330-505-2800	ext. 117
Front Desk Secretary:	330-505-2800	ext. 101
Police - Fire - Ambulance:	911	
Niles Utilities:	330-544-9000	
Dominion East Ohio Gas:	330-746-7611	
Poison Control Center:	800-222-1222	
Community Bus Service:	330-369-6060	Dispatcher

Medical Response

The purpose of this annex is to ensure that there are procedures in place to assist staff and students in the event of a medical emergency.

RESPONSIBILITIES

Office Staff:

- Quickly assess the situation. Make sure the location is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
- Immediately notify the Center Incident Commander/Superintendent/Designee.
- Assess the seriousness of the injury or illness.
- Call or have someone call 9-1-1 immediately. Be prepared to provide the Center name and address, exact location (room number); describe illness or type of injury and age of the victim(s).
- Protect yourself against contact with body fluids (bloodborne pathogens).
- Administer appropriate first-aid according to your level of training until help arrives.
- Comfort and reassure the injured person. Do not move an injured person unless the scene is unsafe.
- If the injured person is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use, or call staff trained in the use of the AED to respond to the scene and apply the device.

Center Incident Commander:

- Direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders.
- Send Center staff with first responder/first-aid/AED training to the scene if this has not already occurred.
- Assign a staff member to meet emergency medical service responders and lead them to the injured person.
- Assign a staff member to remain with the injured person if they are transported to the hospital.
- If an injured person is a staff member, consult Emergency Medical Form family contact
- Ensure student or staff medical information from administrative records is sent to the hospital.
- Advise faculty and staff of the situation, as appropriate.
- Develop and maintain written documentation of the incident.
- Follow-up with appropriate persons and determine if other procedures should be activated, such as Mental Health and healing.

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Medical Supplies and Equipment						
	Supplies/Equipment					
Location of Supplies	Student Medications	First Aid Supplies	Epinephrine Auto Injector	Asthma Inhaler	Narcan (naloxone)	AED
Outside the Superintendent's Office		X				X
Outside Pupil Service's Office		X				

Student medication is stored N/A and accessible by N/A.

Medical Training of Staff

The Center may provide staff training, based on their duties within the Center (i.e., physical education teacher), in a variety of medical response areas. The below table provides a record of their training. These staff members may be called upon to respond to a medical emergency within the building while awaiting EMS.

Enter the following in the table below:

- T** if a staff member is trained (only)
- A** if a staff member has access (only)
- T/A** if a staff member has both access and training

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Medical Training of Staff									
	Type of Training								
Trained Staff Members Training documentation is available at N/A	CPR	First Aid	Medication Administration	Epinephrine Injector	Asthma Inhaler	Breathing Treatments	Emergency Care for Diabetes	Narcan/naloxone	AED Use
Michael Hanshaw		T/A							T/A
Robert Marino		T/A							T/A
Kathy Vilsack		T/A							T/A
Chris Hubinsky		T/A							T/A

Mental Health Services

PURPOSE

Mental health and healing procedures are developed to provide emotional catharsis to staff impacted by trauma at the Center or in the community. Following a traumatic event or incident, staff and their families need a healing process. As soon as the safety of all involved has been addressed, attention should be turned to the healing process.

Mental health professionals available in the Center community, such as our professional counselor, should participate in the development, implementation, and evaluation of the Center EOP as it relates to this annex. Additional advice may be sought from outside psychologists and mental health experts.

RESPONSIBILITIES

District Authority Should Implement the Following Actions:

- Staff will be trained to learn how to recognize signs of physical and/or mental stress due to trauma.
- Members of a crisis response team will undergo in-depth training to determine how to assist in managing stress due to trauma.
- Parents and guardians will be offered tips on how to recognize signs of physical or mental stress due to trauma.
- Mental health experts will review and provide input into the plan.
- Ensure that a media or public information officer is available and trained to prepare announcements and media releases on the incident and actions taken.

Program Supervisors or designated staff should do the following immediately after a serious injury or death and/or major incident:

- Make an initial announcement and include minimum details and indicate that additional information will be provided.
- Issue prepared statements for media, parents, and other community inquiries.
- Convene a staff meeting to discuss how the situation is being handled and what resources are available to staff and families.
- Set up crisis centers and designate private rooms for private counseling and include outside mental health professionals to assist with grief.
- Provide guidelines to and encourage staff to facilitate class discussions about the incident and allow staff to openly discuss feelings, fears, and concerns shortly after the incident. Any staff who are excessively distraught should be referred for counseling.
- Restore regular center functions as efficiently and as quickly as possible.
- Accept donations. In the first hours and days after a significant incident, offers of help will probably be plentiful; however, offers will diminish as time passes. Donations given and not used can always be returned.
- Designate a place for staff and community members to leave well-wishes, messages, and items.

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Staff:

- Seek counseling services if experiencing difficulty coping with the incident.
- Provide stress management during class by allowing staff to talk about what they experienced and felt during the incident and how they feel now.
- Be prepared for outbursts and disruptive behaviors.
- Refer staff experiencing stress to counseling.
- Allow for changes in normal routine activities and test schedules.
- OTHER SPECIAL PROCEDURES

Hospital/Funeral Arrangements:

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a Center day, all students and staff may be excused from the Center.

Post-Incident Procedures:

- Allow for changes in regular routines or schedules to address injury or death; however, recommend students and staff return to their daily routine as soon as possible after the incident.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
- Discuss and approve memorials with the Governing Board's consent.
- Donate all remaining memorial items to charity.

Rapid Assessment

PURPOSE

Procedures and protocols are in place to ensure that there is a method for evaluating and addressing developing threats and the courses of action the Center will implement when it is notified or becomes aware of an occurring or impending emergency.

PROCEDURES

When information is received, that indicates a threat, potential threat, or other hazards the Superintendent/designee, along with other necessary persons or resources, will assess the information and determine the proper actions to be taken. Actions could include, but are not limited to:

- Determination that the information is not a valid threat or hazard and continuation of normal operations.
- Continued observation of the threat or hazard.
- Determination that the information requires activation of the Center EOP or a portion of the Center EOP.

Center officials will make use of all available resources when gathering information and making an assessment of all threats or potential threats. These information sources can include:

- Public media or news sources.
- National Weather Service or other reliable weather information sources.
- Social media sources.
- Direct communication with local EMA or public safety agencies.
- Information received by Center teachers, staff, students, or parents.

All information, assessment activities, and decisions taken by Center officials will be documented.

Reverse Evacuation

PURPOSE

Reverse evacuation should occur when conditions are safer inside the building than outside, generally when conditions involve severe weather, community emergencies, gang activity, or a hazardous material release outside of the Center building.

RESPONSIBILITIES

Center Incident Commander/Supervisor/designee:

- Order a REVERSE EVACUATION for staff/guests outside to move inside the building.
- Make the following announcement using verbal commands or Center messenger service (telephone, text, email) to inform and gather students and staff inside the building: YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION. PROCEED TO THE BASEMENT SAFETY AREA. AGAIN, WE ARE EXPERIENCING AN EMERGENCY SITUATION. PROCEED TO THE BASEMENT SAFETY AREA.
- Notify the district office of the situation.
- Notify public safety by calling 9-1-1: police, fire, and emergency services responders, as appropriate.
- Designate staff to monitor radio, the Internet, and other media for information on incident conditions.
- Close and lock all exterior doors and windows.
- Maintain contact with public safety officials and consult on whether additional procedures should be activated due to changing conditions of the incident, such as DROP, COVER, AND HOLD or SHELTER-IN-PLACE.

Staff:

- Immediately move staff/guests back to office/conference room or safe areas using the closest entry.
- No staff should be outside the building.
- Close and lock all exterior doors and windows.
- If movement into the building would present a danger, staff outside will direct guests to designated assembly areas or off-site assembly areas.
- Staff will take attendance and account for guests and report any missing guests to the Center Incident Commander.
- Wait for further instructions from the Center Incident Commander or a public safety official.
- Monitor the main entries until the "All Clear" is given.

Notify Property Manager:

- Covelli Property Manager: 330-240-4058
- Covelli Property Maintenance: 330-272-2597

Shelter-In-Place

PURPOSE:

The shelter-in-place procedure provides a refuge for students, staff, and the public inside the Center building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

RESPONSIBILITIES:

A. Center Incident Commander/Superintendent/designee:

- Make the following announcement using the building public address system, Center messenger service (telephone, email, and text):
- YOUR ATTENTION, PLEASE. YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. PLEASE REMAIN IN YOUR WORK AREA AND AWAIT FURTHER INSTRUCTIONS.
- Order a REVERSE EVACUATION for students and staff outside to move inside the building. Make the following announcement using verbal commands or Center messenger service (telephone, text, email) to inform and gather students and staff inside the building: YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION. PROCEED TO THE BASEMENT SAFETY AREA. AGAIN, WE ARE EXPERIENCING AN EMERGENCY SITUATION. PROCEED TO THE BASEMENT SAFETY AREA.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation, and air conditioning systems to stop the inflow of outside air into the building.
- Designate staff to monitor radio, the Internet, and other media for information on incident conditions that caused the SHELTER-IN-PLACE.
- Contact and consult with public safety officials as appropriate.
- Be prepared to announce additional procedures due to changing conditions of the incident, such as DROP COVER AND HOLD, or to announce an "All Clear."

B. Staff:

- Move guests into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, or hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel and be ready to cover their heads to protect from debris, if appropriate.
- If outside, staff will direct guests into the nearest building interior safe area or another appropriate shelter.

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- For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine, open ditch or low spot away from trees and power poles.
- If movement into the building would expose persons to a hazardous chemical plume, staff should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- Move students from mobile classrooms to a safe interior area in a permanent structure.
- All persons must remain in the shelter until notified by the Center Incident Commander/Superintendent/designee or public safety official that it is safe to exit.
- Take attendance and be prepared to notify the Incident Commander of missing or additional staff or guests sheltered in your classroom.

C. Covelli Property Manager:

- Shut off utilities as directed by ESC Incident Commander/Building Administrator/Program Supervisor and/or public safety official.
- Turn off ventilation systems (heating, ventilation, and air conditioning) as directed and, if appropriate.
- Covelli Property Manager: 330-240-4058
- Covelli Property Maintenance: 330-272-2597

Important Phone Numbers

Superintendent:	330-505-2800	ext. 108
Assistant Superintendent:	330-505-2800	ext. 275
Treasurer:	330-505-2800	ext. 113
Assistant Treasurer:	330-505-2800	ext. 119
Supt. Administrative Assistant:	330-505-2800	ext. 117
Front Desk Secretary:	330-505-2800	ext. 101
Police - Fire - Ambulance:	911	
Niles Utilities:	330-544-9000	
Dominion East Ohio Gas:	330-746-7611	
Poison Control Center:	800-222-1222	
Community Bus Service:	330-369-6060	Dispatcher

C. Hazards/Threats

The following response information provided below is specific to each hazard or threat and supplements the actions found in the functional content areas. Procedures and information outlined in functional content areas are not duplicated here.

Active Shooter/Active Aggressor

PURPOSE

An active shooter or armed assailant on Center property involves one or more individual's intent on causing physical harm and/or death to staff and guests. Such intruders may also possess a gun, a knife, a bomb, or other harmful devices. An Active Shooter will result in law enforcement and additional safety and emergency services responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officer who will be the Incident Commander with jurisdiction over the scene. The Center is a crime scene and will require a thorough search and processing.

RESPONSIBILITIES

Center Incident Commander/Superintendent/designee:

- Any staff member or guest can report an emergency. If there is an immediate threat or hazard, address the problem first by initiating a lockdown, evacuation, etc., then inform the Center Incident Commander/Superintendent/designee.
- Direct staff to call 9-1-1, give the name and exact location of the Center, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the Center where last seen, actions taken by the Center, and whether there are on-site security. The caller will remain on the line to provide updates.
- If able, secure the administration office as a command post and retrieve the critical information and data about the Center's emergency systems, including communications, staff and students' locations, detailed floor plans, and important documents, items, and supplies that are prepared and readily available for use during the incident. If the incident is occurring at the administration office, designate an alternate command post.
- Make the following announcement using the building public address system, security system, Center messenger service (telephone, text, email): YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION, AND WE ARE NOW UNDER LOCKDOWN. AGAIN, WE ARE EXPERIENCING AN EMERGENCY SITUATION, AND WE ARE NOW UNDER LOCKDOWN.

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- Direct office staff to maintain contact with staff reporting pertinent emergency information via phone or text.
- Notify the Superintendent's office and request activation of the communications plan for media and notification protocols.
- Determine the appropriate procedure(s): LOCKDOWN; INTRUDER/HOSTAGE SITUATION; SHELTER-IN-PLACE.
- Direct staff and guests outside the building to move immediately to predetermine assembly area(s) and be prepared to EVACUATE to an off-site relocation center.
- Direct support staff outside to stop pedestrians and vehicles from entering the Center grounds until law enforcement arrives.
- Ensure that any Community Bus Service vehicles en route to the Center are redirected to a designated relocation site.

Staff:

- If you are the first to note an indication of an armed intruder, immediately CALL 9-1-1, then notify the Center Incident Commander/Superintendent/designee and go to LOCKDOWN.
- Gather information about your office's immediate situation. Account for all guests or other individuals sheltered in your room.
- Assess your ability to EVACUATE the building.
- If there is no safe manner to EVACUATE the building, have guests remain in LOCKDOWN until personally given the "All Clear" by the Incident Commander or a law enforcement officer.
- If an active shooter or intruder enters the classroom use, WHATEVER means necessary to keep your students safe. This may include any forms of resistance to the threat.
- If an intruder enters and begins shooting, any actions to stop the shooter are justified. This includes moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags), yelling to create confusion, exiting out windows, and confronting (assault, subdue, choke) to stop the intruder. Tell students to get out anyway possible and move to another location.

OTHER PROCEDURES

- After the active shooter/intruder(s) has been subdued, the Center Incident Commander/ Superintendent/designee, in consultation with the law enforcement, will announce an EVACUATION and relocation to an alternate site for FAMILY REUNIFICATION.
- If staff or guests are injured, emergency medical personnel will take control of the scene and direct services as appropriate.
- The Center Incident Commander will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.
- The Center Incident Commander will request bus transportation or alternate transportation to the relocation site.

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- The Center Incident Commander will activate the communications plan to deal with media and parent notification protocols, and direct visitors to go to the relocation site.
- Teachers will EVACUATE the building using the designated exit routes and alternate routes to the assigned assembly areas.
- The Center Incident Commander will activate the MENTAL HEALTH AND HEALING procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site.
- The Center Incident Commander will debrief appropriate Center personnel.
- The Superintendent or designee, in consultation with law enforcement officials, will determine when the Center can resume normal activities and communicate the information to the public.

Bomb Threat

PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff and Center property in the event of a communicated threat regarding the presence of destructive devices on Center property. This may include any explosive device of an incendiary, chemical, biological, or radioactive nature. A bomb threat will result in law enforcement and other safety and emergency services responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officer who will be the Incident Commander with jurisdiction over the scene. The Center is a crime scene and will require a thorough search and processing.

RESPONSIBILITIES

Staff Who Received a Message That a Bomb Has Been Placed in Center:

- Make a record of the exact wording of the threat.
- Ask in a clear and calm voice: where the bomb is located; what does it look like; what materials are in the bomb (the type of bomb); how is it activated; when will the bomb explode; who is calling, name and address; did you place the bomb; why are you doing this.
- If the threat is made by phone, listen carefully to the caller's voice and speech patterns and noises in the background. Make a record of that information.
- If the threat is made by phone and the caller hangs up, immediately dial *57 to trace the call.
- Notify the Incident Commander/Superintendent or designee and/or call 9-1-1.

Center Incident Commander/Superintendent:

- Notify law enforcement, fire, and emergency services by calling 9-1-1 if not already notified.
- Assign staff to meet and brief emergency responder agencies.
- Communicate the need to evacuate the building or a specific area of the building to the building staff and other occupants by public address system, security system, or Center messenger service. Make the following announcement using the building public address system, security system, Center messenger service (telephone, text, email): YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION. PROCEED TO THE NEAREST EMERGENCY EXIT. AGAIN, WE ARE EXPERIENCING AN EMERGENCY SITUATION. PROCEED TO THE NEAREST EMERGENCY EXIT.
- If a suspicious item is located, DO NOT ACTIVATE THE FIRE ALARM. Or, determine if further response should await the arrival of law enforcement and other emergency services. See subsection D below.

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- During and EVACUATION, staff and students must be evacuated to a safe distance outside of Center building(s) MINIMUM 1000 Feet is the general rule.
- Arrange for the person who found a suspicious item to talk with law enforcement officials.
- Active communications plan to inform parents, media, and community of incident as determined in consultation with law enforcement.

Staff:

- Check classrooms, offices, and work areas for suspicious items and report any findings to the Center Incident Commander/Superintendent/designee.
- If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is located.
- Account for students and be prepared to EVACUATE if ordered.
- EVACUATE using standard procedures and exit routes to the assembly area.
- Leave doors open when exiting.
- Take roll call after being EVACUATED. Be prepared to report the names of any missing persons to Center administration.
- Keep staff/guests together at the assembly area until given further instructions. Be ready to go to off-site relocation if ordered.
- If given the "All Clear" signal, return to the building and resume normal operations.

Incident Commander/Law Enforcement, Fire & Emergency Agencies

Once emergency responders are on scene, decisions must be made to:

- EVACUATE immediately, if this has not already occurred and if warranted, selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE THE FIRE ALARM.
- Speak to staff that received the threat and obtain information.
- Search the building.
- If a search is to be conducted, assemble, and brief a search team at the interior command post. Assign search areas within the building, the emergency exit routes, and the outside assembly areas.
- If a suspicious item is located, order an EVACUATION, if that has not already occurred.
- No one may re-enter the building(s) until fire or police personnel declare it is safe to do so.
- After consulting with the Superintendent and Center Incident Commander/Superintendent/designee determines if staff and students should be relocated to an alternative safe site.
- If danger is over, notify staff of the termination of the emergency and to resume normal operations.

Bullying (Harassment, Intimidation, and Bullying {HIB})

(NOTE: The Center does not house students)

DEFINITION

Harassment, intimidation, or bullying behavior by any Center personnel in the Trumbull County Educational Service Center is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from the Center.

"Harassment, intimidation, or bullying, in accordance with ORC 3313.666, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts (i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device), either overt or covert, by a student or group of students toward another student(s) with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to Center grounds, at any Center-sponsored activity, on Center-provided transportation, or at any official Center bus stop.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Emergency Communication

Mental Health Services

Rapid Assessment

ANTI-HIB PROCEDURES

Center personnel must report prohibited incidents of which they are aware to the Director/Program Supervisor or other administrators;

Custodial parent or guardian of any student involved in a prohibited incident must be notified in accordance with the "Family Educational Rights and Privacy Act of 1974," and have access to any written reports about the incident;
must complete the appropriate form any incident that is reported;
must complete the appropriate form any reported incident;
comply with Board Policy following a report.

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Bus Accident

(NOTE: The Center contracts with Community Bus to transport students to Center programs)

DEFINITION

Center bus accidents may occur both within the geographic boundaries of the district or outside the district (field trips, interscholastic activities, etc.). While data continue to show that Center buses are the single safest mode of travel between home and Center, accidents can occur. The dynamics of traffic, exposure to weather conditions, and limited adult supervision require that drivers be well trained.

Centers' buses are required to have a first aid kit that conforms to federal standards. See OAC 3301-83 for specifics on emergency and evacuation procedures.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Emergency Communication

Evacuation

Family Reunification

Medical Response

Mental Health Services

Rapid Assessment

Reverse Evacuation

Shelter-in-Place

BUS ACCIDENT PROCEDURES

- The Center and bus driver must adhere to the Ohio Pupil Transportation Operation and Safety Rules - current edition.
- The bus driver is the decision-maker, unless incapacitated by accident, and should take all steps to protect students until help arrives, compliant with OAC 3301-15-83.
- The principal should send appropriate transportation and/or other staff to the accident location.

Fire

PURPOSE

Evacuation will take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill, etc.) and staff and visitors can safely reach the evacuation location without danger (playground, football stadium, or off-site location in the community).

RESPONSIBILITIES

Center Incident Commander/Superintendent/designee:

- Call or designate another to immediately call public safety (9-1-1) (police, fire, and emergency responders) to give notice the Center has been evacuated.
- Notify appropriate district staff that an evacuation of the Center has occurred.
- Communicate the need to evacuate the building or a specific area of the building to the building staff and other occupants by activating the fire alarm or by a public address system, security system, or Center messenger service. Make the following announcement using the building public address system, security system, Center messenger service (telephone, text, email): YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION. PROCEED TO THE NEAREST EMERGENCY EXIT. AGAIN, WE ARE EXPERIENCING AN EMERGENCY SITUATION. PROCEED TO THE NEAREST EMERGENCY EXIT.
- Determine evacuation routes based on the location of the incident and type of emergency.
- Communicate changes in evacuation routes based on location and type of emergency.
- Designate staff with assigned radios and/or cell phones to assist in evacuation procedures.
- Monitor the situation and provide updates and additional instructions as needed.
- During inclement weather, consider requesting buses for sheltering students.
- Communicate when it is safe to re-enter the building or re-occupy a section of the office by the public address system, designated staff, or bull horn.

Staff:

- Instruct staff/guests to exit the building using the designated emergency exit routes or as directed by the Center Incident Commander. Emergency exit routes should be diagramed on the Center floor plan drawing posted near the light switch inside each room.
- Use a secondary route if the primary route is blocked or hazardous. Exit routes and the location of the inside the building evacuation location will be selected and communicated by the Center Incident Commander at the time of the emergency and the evacuation.
- Help those needing special assistance. Staff/guests with functional needs that prohibit normal evacuation will be assisted out of the building, if possible, or will

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be taken to an area of refuge. Emergency Responders will be notified immediately of any individuals in an area of refuge.

- Do not lock classroom/facility doors when leaving, close door and turn off lights.
- Do not stop for belongings.
- Take roster, phone lists, first-aid kit, and other emergency supplies with you.
- Check the bathrooms, hallways, and common areas for staff/guests while exiting.
- Go to designated evacuation assembly area (minimum of 50 feet is required in fire evacuation and 300 feet for a bomb threat outside the building, chemical spill inside building, or other-directed evacuations).
- When outside the building or inside the building evacuation location, check for injuries.
- Account for all students. Immediately report any missing or injured staff/guests to the Center Incident Commander/Superintendent/designee.
- Wait for additional instructions.
- Take logs and student sign out sheet to the evacuation assembly area.
- Gather headcount information from teachers and inform the Center Incident Commander of any missing students or staff.

Evacuation Locations:

- In the event of an evacuation of the building, initially, all persons will evacuate to the outdoor staging area on the west side of the building.

Hostage

PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and Center property in the event of a hostage situation. All staff must know what to do in a hostage situation.

If the incident involving a hostage situation results in law enforcement being contacted and activated, it is critical to follow the instructions of, and cooperate with, the law enforcement official who will be the Incident Commander with jurisdiction at the scene.

RESPONSIBILITIES

A hostage situation involves one or more persons being held against their will by one or more individuals. The goal is to ensure the safety of students, staff, and others at the Center and prevent the hostage(s) from being moved away from the Center. All staff should be aware of what to do in the event of a hostage situation.

- If the hostage-taker is unaware of your presence, do not intervene.
- Notify the Superintendent/designee/Center Incident Commander, Center Resource Officer, or call 9-1-1 if unable to reach Center authorities.

If Center personnel or students are taken, hostage:

- Follow the instructions of the hostage-taker.
- Try not to panic. Calm guests if they are present.
- Treat the hostage-taker as generally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak and do not argue or make suggestions.

Superintendent/designee/Center Incident Commander:

- Call 9-1-1 immediately. Give dispatcher details of the situation, description and number of intruders, exact location in the building, and that the Center is in LOCKDOWN or taking other action if appropriate (such as EVACUATION if hostage-taker has a bomb).
- Announce LOCKDOWN or other procedures if conditions warrant.
- Ensure staff outside are notified of the situation and to move guests away from the building to the outside assembly areas.
- Isolate the area and try to determine if weapons are involved, if possible.
- Redirect any Community Bus Service vehicles en route to the Center to an alternate location.
- Give control of the scene to the police.
- Ensure detailed notes of events are taken.

Staff:

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- Staff will implement LOCKDOWN or other-directed procedures upon hearing the alert. If outside, move to designated assembly areas and wait for further instructions.
- Every one should remain in their location until given the "All Clear" unless otherwise instructed to take other action by a law enforcement officer.

OTHER PROCEDURES (that may be activated depending on conditions)

- Active Shooter.
- Evacuation.
- Family Reunification.
- Medical and Mental Health.
- Shelter-in-Place.

Medical: Blood Borne Pathogen

PURPOSE

Custodial, maintenance, and other employees that may be exposed to human blood or other regulated body fluids shall receive annual training which includes the following:

- Epidemiology and symptoms of HIV and HBV.
- Modes of transmission of HIV and HBV.
- Importance of exposure precautions to reduce worker exposure.
- The availability, proper use, and disposal of personal protective equipment (PPE) including the specific circumstances under which the PPE is to be worn.
- Follow-up procedures to implement if actual body contact occurs with blood or body fluids.
- An explanation of the labels and signs used.
- Proper clean-up of spills of blood or other regulated body fluids.
- Proper disposal of contaminated items.

CUSTODIAL

- Goggles
- Bucket/wringer
- Wet mop
- Red liner bag
- Paper towel
- Gloves
- Virucide/fungicide/deodorant cleaner used by facility for blood cleanup

The use of disposable gloves is required for procedures when body fluids are handled. Especially if:

- The individual handling the material has cuts, abraded skin, chapped hands, dermatitis or similar conditions;
- When contacting abraded or non-intact skin of individuals with active bleeding or drainage;
- During all cleaning procedures.

Gloves shall be of appropriate material, intact latex, or intact vinyl of appropriate quality for the procedures performed and of appropriate size for each wearer. Gloves shall not be washed or disinfected for re-use. Gloves are not a substitute for proper hand-washing. Hands are to be washed, using standard hand wash procedures, using warm water and liquid soap immediately after removing gloves.

No gloves shall be used if they are peeling, cracking, or discolored or if they have punctures, tears, or other evidence of deterioration.

Severe Storm / Tornado

PURPOSE

The purpose of this annex is to have procedures in place when a Severe Weather/Tornado Watch or Warning has been issued for the Center's location.

RESPONSIBILITIES

Center Incident Commander/Superintendent

When a Severe Weather/Tornado Watch has been issued:

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s).
- Close blinds.
- Review severe weather drill procedures and the location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid areas with wide free-span roofs and large areas of glass windows.
- Review "DROP COVER and HOLD" procedures with staff/guests.
- Assign support staff to monitor all entrances and weather conditions.
- Communicate by public address system, security system, or Center messenger service. Make the following announcement using the building public address system, security system, Center messenger service (telephone, text, email):
YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. WE ARE EXPERIENCING A WEATHER EMERGENCY SITUATION. PLEASE REPORT TO THE BASEMENT SAFETY AREA. AGAIN, WE ARE EXPERIENCING A WEATHER EMERGENCY SITUATION. PLEASE REPORT TO THE BASEMENT SAFETY AREA.

When Severe Weather/Tornado has been issued for the Center's location or Severe Weather or a Tornado has been spotted near Center.

- Announce SHELTER-IN-PLACE alert signal.
- Direct staff/guests inside the building to immediately move to interior safe areas (Basement), closing classroom doors after exiting.
- Ensure that students are in "DROP, COVER and HOLD" positions until the danger passes.
- Direct staff/guests outside to REVERSE EVACUATE into the building.
- If outside, staff/guests should move to the nearest interior safe area. If time does not permit, have staff/guests get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Relocate staff/guests from any mobile classrooms into the building.

Remain in a safe area until the warning expires or until emergency personnel have issued an "All-Clear."

Terrorism

PURPOSE

The purpose of this annex is to ensure that there are procedures in place to respond to an elevation in the National Terrorism Advisory System. Center administrators will be notified of terrorist threats through either of the following means:

- A National Terrorism Advisory System (NTAS) alert from the US Department of Homeland Security.
- Directly by law enforcement or Homeland Security official.

There are two terrorism threat levels in the United States: elevated and imminent. An "imminent threat" warns of a credible, specific, and impending terrorist threat against the United States. An "elevated threat" warns of a credible terrorist threat against the United States.

Terrorism threat examples include chemical, biological, nuclear, radiological, and conventional weapons (explosives, small arms, etc.) attacks and hostage situations.

Centers should expect a heavy law enforcement involvement at the local, state, and federal levels following a terrorist attack due to the incident's criminal nature. Centers should also expect that extensive media coverage, strong public fear, and international implications and consequences to continue for a prolonged period.

Centers will pre-determine designated officials who will coordinate with appropriate public safety/homeland security officials in the event of a terrorist threat.

In the event of an Imminent Threat, the Federal Bureau of Investigations (FBI), Local Police Department, Local Fire Department, and the Local County Sheriff's Office will confer on the situation. Designated Center officials will work with the Local Police Department and/or Sheriff's Office and agrees to open or close the office.

RESPONSIBILITIES

Center Officials

When there is an imminent threat against a Center or its immediate area, the following actions should be taken:

- The Superintendent will start the phone tree to contact district staff. If the Center is in session, immediately notify building administrators and designated Center officials.
- If an alert is issued before or after office hours, normal office operations will cease and will remain closed until advised by the designated Center officials to reopen. All office activities and events scheduled will be canceled until further notice.
- If Alert is issued during office hours, the facility will be secured and remain open until regular closing time, unless otherwise advised by the designated office

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officials. Staff/guests will be sent home pursuant to district policy. All after-hour activities will be canceled unless otherwise advised by the designated office officials.

- The designated office officials will coordinate with appropriate public safety officials to determine what level of LOCKDOWN or other procedures are appropriate for the situation. FAMILY REUNIFICATION procedures will be followed.

In the event of an actual terrorist attack, the Center should follow appropriate procedures for HOSTAGE SITUATIONS, conventional weapons incidents (e.g., EXPLOSIONS, ACTIVE SHOOTING, BOMB THREAT, etc.), and CHEMICAL/HAZARDOUS SPILLS (biological incidents, chemical incidents, and radiological/nuclear incidents).

Chemical Accident

PURPOSE

Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around a Center. Chemical accidents may originate inside or outside the building. Examples include toxic leaks or spills caused by tank, truck or railroad accident, water treatment/waste treatment plants, and industry or laboratory spills. The purpose of this annex is to ensure that there are procedures in place to protect staff/guests and office property in case of a chemical or hazardous materials spill.

SPECIFIC OFFICE INFORMATION

Currently, cleaning supplies such as furniture polish, cleaning detergent, soap, bleach are all used and stored in the front lobby utility closet and the utility room located in the southeast corner of the facility. The Center siren acts as a warning system to notify staff/faculty and students of a hazardous condition. Decontamination equipment and personal protective equipment are located in the front lobby closet.

The Trumbull County Educational Service Center is unaware of conditions in the surrounding community that could subject the Center to a chemical or hazardous materials spill

The Incident Commander/Superintendent/designee will determine if and when the following operational functions or procedures may be activated in the event of an external chemical or hazardous spill:

- Evacuation.
- Family Reunification.
- Medical Emergency, Mental Health, and Healing.
- Reverse Evacuation.
- Shelter-in-Place.

Or, if there is an internal chemical spill, whether the following procedures may be activated:

- Evacuation.
- Family Reunification.

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- Medical Emergency, Mental Health, and Healing.
- RESPONSIBILITIES

Procedures for an External Chemical or Hazardous Spill

The Superintendent/designee will determine the need to activate the Center EOP and designate a Center Incident Commander until a qualified HazMat or other emergency Incident Commander arrives at the scene with jurisdiction over the incident. Once an emergency Incident Commander arrives, it is critical to follow the instructions of, and cooperate with, that Incident Commander.

If the chemical spill is external, the following steps will be taken by the Center.

Incident Commander/Superintendent:

- Call 9-1-1 and notify local law enforcement and emergency responders.
- Determine what procedures should be activated, such as a REVERSE EVACUATION and SHELTER-IN-PLACE.
- Notify Covelli Maintenance staff to shut off mechanical ventilating systems, if appropriate.
- Take appropriate action to safeguard office property.
- Activate internal and external communications plans.
- Monitor radio, television, Internet, and/or other means of information and report any developments to the Incident Commander.
- If it is determined that conditions warrant an EVACUATION, issue instructions for relocating to a safer location utilizing walking and cars.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Disseminate information about the incident and follow-up actions such as where staff/guests have relocated and institute FAMILY REUNIFICATION procedures if needed.
- Do not allow staff/guests to return to the building until proper authorities have determined that it is safe to do so and given the "All Clear" signal after the threat has passed.
- Determine whether the office will be closed or remain open.
- Implement additional procedures as instructed by the Office and/or emergency Incident Commander.
- Document all actions that are taken.

Staff:

- Move staff/guests away from the immediate vicinity of danger.
- Implement REVERSE EVACUATION if staff/guests are outside; observe wind direction by observing flags or leaves and move staff/guests appropriately.
- Execute SHELTER-IN-PLACE when instructed by the Incident Commander.
- Report any missing or injured staff/guests to the Incident Commander.
- Remain in a safe area until the "All Clear" signal has been issued.
- In the event of building damage, evacuate staff/guests to more sheltered areas of the building or from the building. If evacuation does occur, do not re-enter the building until an "All Clear" signal is issued.
- Document all actions that are taken.

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Procedures for an Internal Chemical or Hazardous Spill

The Superintendent/designee will determine the need to activate the Center EOP and designate a Center Incident Commander until a qualified HazMat or other emergency Incident Commander arrives at the scene with jurisdiction over the incident. Once an emergency Incident Commander arrives, it is critical to follow the instructions of, and cooperate with, that Incident Commander.

If the chemical spill is internal, the following steps will be taken by the Center.

Person Discovering the Spill:

- Alert others in the immediate area and leave the area.
- Close doors and restrict access to the affected area.
- Notify Superintendent/designee/teacher/safety officer or call 9-1-1, if appropriate.
- Do not attempt to clean the spill.
- Seek first-aid if contact with spill occurs.

Incident Commander/Superintendent/designee:

- Notify the local fire department and local/state departments of public health.
- Provide the following information:
 - Office name and address, including nearest cross street(s).
 - Location of the spill and/or materials released; name of the substance, if known.
 - Characteristics of the spill (color, smell, visible gases).
 - Injuries, if any.
- Determine what procedures should be activated, such as EVACUATION.
- Notify local law enforcement of intent to evacuate.
- Avoid exposure to the chemicals or hazardous fumes or materials in any EVACUATION.
- Notify Covelli Maintenance staff to shut off mechanical ventilating systems, if appropriate.
- Activate internal and external communications plans.
- Issue instruction if students will be evacuated to a safer location.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so and given the "All Clear" signal the threat has passed.
- Address clean up needs and actions with appropriate fire, safety and/or emergency services personnel.
- Determine whether the Center will be closed or remain open.
- Document all actions taken.

Staff:

- Move staff/guests away from the immediate danger zone and keep staff/guests from entering or congregating in danger zone.
- Report location and type (if known) of the hazardous material to the Incident Commander.
- Execute EVACUATION and relocation procedures when instructed by the Incident Commander unless there is a natural or propane gas leak or odor. If a

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natural or propane gas leak or odor is detected, evacuate immediately and notify the Superintendent/designee/Incident Commander.

- Take roster, first-aid kit, and any other supplies or resources relevant to the incident.
- Check that all staff/guests have left the building.
- Upon arrival at the evacuation site, take attendance. Notify Incident Commander or designee of any missing or injured staff/guests.
- Do not return to the building until emergency response personnel have determined it is safe and issued an "All Clear" signal.
- Document all actions taken.

Civil Disturbance

DEFINITION

Civil disturbance is a general term used to describe a variety of violent situations. It does not include nonviolent demonstrations protected by the first amendment. For this reason, actions to be taken should be determined by the administration.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Close Center

Emergency Communication

Family Reunification

Lockdown

Mental Health Services

Rapid Assessment

Reverse Evacuation

CIVIL DISTURBANCE PROCEDURES

- Crowd control is complex and unpredictable.
- Announce to the Center occupants in plain language what is occurring and which protective measure they should take.
- If there is a disruption within the Center, utilize the Lockdown functional area and move all of the staff/guests that are not involved to safe areas.
- Warn staff/guests to be alert for unattended and suspicious items carried or left by disrupters; do not touch, move, jar, cover, or otherwise disturb these. Immediately report the presence of such objects to the office/administrator.

Death

DEFINITION

Death can occur suddenly and without warning, even in an educational setting; it can be caused by violence, self-harm, a medical emergency, or an accident.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Emergency Communication

Medical Response

Mental Health Services

Rapid Assessment

Shelter-in-Place

DEATH RESPONSE PROCEDURES

- Immediately clear the area except those who are providing direct support to the victim.
- Clear scene of any ongoing hazards for any medical or other hazards created by the event.
- Mental Health assistance and programming should be made available for the entire educational community.
- If the victim is a staff member, notify the Superintendent to provide notification to the family. Notification must be made in person.

Drop, Cover, and Hold On

PURPOSE

Drop, Cover and Hold procedures may be used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather, or an earthquake.

RESPONSIBILITIES

Designated staff members should participate in the development, implementation, and evaluation of this procedure.

PROCEDURES

A. Indoor Procedure

When indoors, staff should:

- Drop to the floor.
- Cover by getting under a sturdy table, desk, or another piece of furniture. If there is no suitable furniture nearby, cover their face and head with their arms.
- Hold on to the table or desk until directed to stop.
- When directed by the Superintendent/designee and/or when it is safe to do so, staff members will evacuate students to pre-assigned locations.

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B. Outdoor Procedure

When outdoors, staff should:

- Move away from buildings, streetlights, and utility wires.
- Drop to the ground.
- Cover their face and head with their arms.
- When directed by the Superintendent/designee and/or when it is safe to do so, staff members will evacuate students to pre-assigned locations.

Earthquake

PURPOSE

Drop, Cover and Hold procedures may be used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather, or an earthquake.

RESPONSIBILITIES

Designated staff members should participate in the development, implementation, and evaluation of this procedure.

PROCEDURES

A. Indoor Procedure

When indoors, staff/guests should:

- Drop to the floor.
- Cover by getting under a sturdy table, desk, or another piece of furniture. If there is no suitable furniture nearby, cover their face and head with their arms.
- Hold on to the table or desk until directed to stop.
- When directed by the Superintendent/designee and/or when it is safe to do so, staff members will evacuate guests to pre-assigned locations.

B. Outdoor Procedure

When outdoors, staff/guests should:

- Move away from buildings, streetlights, and utility wires.
- Drop to the ground.
- Cover their face and head with their arms.
- When directed by the Superintendent/designee/designee and/or when it is safe to do so, staff members will evacuate guests to pre-assigned locations.

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Magnitude	Earthquake Effects
2.5 or Less	Usually Not Felt, But Can Be Recorded By Seismograph.
2.5 to 5.4	Often Felt, But Only Causes Minor Damage.
5.5 to 6.0	Slight Damage To Buildings And Other Structures.
6.1 to 6.9	May Cause A Lot Of Damage In Very Populated Areas.
7.0 to 7.9	Major Earthquake. Serious Damage.
8.0 or Greater	Great Earthquake. Can Destroy Communities Near The Epicenter.

Explosion

PURPOSE

An explosion can be the result of a boiler explosion, gas leak, chemical or hazardous spill, or some other human-made (bomb) or natural hazard. An explosion may require the activation of several procedures, including:

- Evacuation.
- Family Reunification.
- Medical Emergency.
- Mental Health and Healing.

Any staff or visitor discovering an explosion will activate the fire alarm, report the explosion to the Superintendent/designee, and call 9-1-1 for emergency services if injuries are apparent. Once an emergency Incident Commander arrives (police and/or fire), it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

No one may re-enter building(s) until it is declared safe by the fire department.

RESPONSIBILITIES

Incident Commander/Superintendent/designee:

- Call 9-1-1 to confirm the alarm, identify the Center name and location, and provide an exact location of the explosion. If any staff or guests are injured and inform emergency services (police and fire), the building is being evacuated and identify the location of the Center command post.
- Activate an EVACUATION.
- Ensure that staff and guests immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the explosion or continued explosions.
- Notify the district office and institute communications plan.
- Designate staff to take the visitor log, sign-out sheet, and the critical incident response documents, information, items, supplies to the designated Center command post.
- If safe and appropriate to do so, direct the Covelli Maintenance staff to shut off utilities.
- Notify and provide regular updates to staff and guests of the status of the emergency.
- Upon consultation with Superintendent, fire department and law enforcement officials, and if necessary, due to unsafe conditions, direct an off-site evacuation to a designated primary relocation center.
- If relocation occurs, activate FAMILY REUNIFICATION.
- If relocation is not necessary, provide information on a plan to return to the building and resumption of normal operations.

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- Do not allow staff and guests to return to the building until proper authorities have determined that it is safe to do so and given the "All Clear" signal after the threat has passed.

Staff:

- Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead guests as quickly and quietly as possible out of the building to the designated assembly area(s).
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Assist or designate others to assist guests with functional needs.
- Close the door and turn out the lights upon exiting and confirm all guests and personnel are out of the room.
- Report any injuries to the Incident Commander at the scene.
- Keep together and wait for further instructions.
- Remain in a safe area until the "All Clear" signal has been issued.
- Be prepared to move guests if an off-site relocation is ordered.
- Be prepared to move the guests if the situation warrants it.
- No one may re-enter building(s) until it is declared safe by the fire department.

Flood

PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and Center property in case of a flood.

The Trumbull County Emergency Management Agency, the National Weather Service, and other Federal cooperative agencies have an extensive river and weather monitoring system and provide flood watch and warning information to the Center community via radio, television, Internet, and telephone. In the event of a flood, the Superintendent/designee/Center Incident Commander will activate the Center EOP.

The Center siren or public address system acts as a warning system to notify staff/guests in case of imminent or confirmed flooding, including that due to dam failure. If there is a loss of power, a compressed air horn or megaphone and two-way radios will serve as backup alerting/communication devices.

Operational functions or procedures that may be activated in the event of a flood include the following:

- Evacuation.
- Family Reunification.
- Medical and Mental Health.
- Reverse Evacuation.

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- Shelter-in-Place (if safe to do so and evacuation without external assistance is not possible).

RESPONSIBILITIES

Center Incident Commander:

- Review circumstances and conditions and determine appropriate procedures to be activated.
- Determine if EVACUATION is required and can be safely done.
- Call or instruct staff to call 9-1-1 to notify local law enforcement, fire and emergency services of intent to evacuate, the location of the relocation site, the route, and means to be taken to that site.
- Activate internal and external communications plans.
- Designate staff to monitor radio, the Internet, and media for flood information and report any developments.
- Update staff, administration, and emergency responders of any significant changes in operations or conditions.
- Issue transportation instruction if staff/guests will be evacuated to a safer location.
- Notify relocation centers and determine an alternate relocation center, if needed, if primary centers would also be flooded.
- Activate FAMILY REUNIFICATION procedures.
- Implement additional procedures as instructed by the emergency Incident Commander with jurisdiction over the scene.
- Designate staff to take appropriate action to safeguard office property.
- Determine if the office will be closed or remain open.
- Do not allow staff/guests to return to the building until proper authorities have determined that it is safe to do so.
- Document all actions taken.

Staff:

- Execute evacuation procedures when instructed by the Incident Commander.
- Take the roster and first-aid kit and any other supplies or resources relevant to the incident.
- Take attendance before leaving the classroom.
- Lead guests as quickly and quietly as possible out of the building to the designated assembly area(s).
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Assist or designate others to assist guests with functional needs.
- Remain with guests throughout the evacuation process.
- Upon arrival at the assembly site, take attendance. Report any missing or injured students to the Incident Commander.
- Do not return to the building until it has been inspected and determined safe by proper authorities.
- Document all actions taken.

Gas Leak/Outage

DEFINITION

A gas outage can occur at any time, for a variety of reasons, and usually without warning.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Close Center

Emergency Communications

Evacuation

Family Reunification

Mental Health Services

Rapid Assessment

GAS LEAK/OUTAGE PROCEDURES

Make every effort to identify the source of the problem, to ensure the failure is not within building/grounds or escalating.

- Evacuate population to on-site evacuation site (away from the hazard)
- SMELL and TELL: Any leak or suspected leak should be reported to the Fire Department and the Gas provider immediately (see Emergency Contact Sheet for phone numbers)
- Determine whether the source of the leak is inside or outside the building
- FOLLOW FIRE DEPARTMENT INSTRUCTIONS BEFORE RELOCATING BUILDING TO AN OFF-SITE LOCATION.

Consider the potential consequences of an outage:

- Heating may not be available
- Hot water may not be available
- Some food preparation equipment may not be available
- Some Science Labs may be affected

The Center has put the following plans in place to mitigate these issues:

- Buses could be used as temporary, mobile shelters during inclement weather
- Turn off electrical devices
- Turn off and abandon any motorized equipment in close proximity to the leak

Injury/Health Emergency

DEFINITION

Medical emergencies can occur at a varying level of severity.

A Center nurse is not on-premises.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Emergency Communication

Lockdown

Medical Response

Mental Health Services

Rapid Assessment

INJURY/HEALTH EMERGENCY PROCEDURES

- Action or inaction can determine if the individual lives or dies. Fast action and decision-making are crucial.
- Administer appropriate first-aid according to your level of training until help arrives.
- Isolate the victim except for those assisting.
- Staff shall designate a staff member to accompany the injured who are transported to the hospital.
- Notify appropriate staff of the situation, including the type of injury or illness, medical care is given, and the location where the injured person has been transported.

Lost Child

DEFINITION

A child is considered lost whenever a question has been raised as to their current location.

The following scenarios are included in this hazard:

- Stranger or family abduction
- Missing from class
- Not returning from recess
- Not arriving at the expected after-Center location, whether it be home, daycare, or Center event.
- Abducted or kidnapped

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Trumbull County ESC Emergency Operations Plan

Emergency Communication
Mental Health Services
Rapid Assessment
Reverse Evacuation

LOST CHILD PROCEDURES

- Report missing child to office with a description and other noteworthy information about the child.
- Be aware of lost child's unique needs (i.e., medication, learning disability)
- Attempt to locate the child.
- Use the PA system to call the child.
- Conduct a walk-through of the interior and exterior.
- Pre-assign search areas adjacent to daily staff assignments.
- Staff members who do not supervise students should search all other areas.
- Search all buses.

If the child is not found:

- Increase number of staff members searching exterior and interior
- Contact Police (911)
- Notify Parents
- Contact bus transportation, if appropriate
- Notify Field Trip location
- Contact Central Office

Medical: Pandemic

DEFINITION

A pandemic is an outbreak of disease that can spread quickly from person to person. When people do not have a natural immunity to a virus, severe illness or death is more likely to occur in any age group. This may be a local, regional, or global outbreak.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Close Center
Emergency Communication
Medical Response
Mental Health Services
Rapid Assessment

MEDICAL: PANDEMIC PROCEDURES

- The office will decontaminate all surfaces when 100% of the staff population is absent.
- The superintendent will close the office when 100% of the population is absent.
- The superintendent shall implement the Continuity of Operations Plan

Trumbull County ESC Emergency Operations Plan

- The superintendent shall also consult with the Trumbull County Health Department for additional guidance.

Nuclear Incident

DEFINITION

An accident at a nuclear power plant could result in dangerous levels of radiation that could affect health and safety.

Centers located near nuclear power plants are included in local emergency response plans and have tested their roles regularly.

There are four (4) levels of an emergency at a nuclear power plant:

- Notification of an Unusual Event (NOUE) - Actual or potential degradation of the level of safety of the plant or indication of a security threat to the facility.
- Alert - Actual or potential substantial degradation of the level of safety of the plant or a security event that involves probable life-threatening risk to site personnel or damage to site equipment because of intentional malicious dedicated efforts of a hostile act.
- Site area emergency (SAE) - Actual or likely major failures of plant systems needed for the protection of the public or security events that result in intentional damage or malicious acts: (1) toward site personnel or equipment that could lead to the likely failure of, or (2) prevents effective access to the equipment needed for the protection of the public.
- General Emergency (GE) - Actual or imminent substantial core degradation or melting with potential for loss of containment integrity or security events that result in an actual loss of physical control of the facility.

Two (2) nuclear power plants impact our region: Perry Nuclear Power Plant near Painesville, OH and Davis Besse Nuclear Power Station near Toledo, OH.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Close Office

Emergency Communication

Evacuation

Family Reunification

Medical Response

Mental Health Services

Rapid Assessment

NUCLEAR INCIDENT PROCEDURES

The Center Administrator should activate the Radiological Preparedness Plan.

Power Outage

DEFINITION

A power outage can occur at any time, for a variety of reasons and usually without warning.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Close Office
Emergency Communication
Evacuation
Family Reunification
Mental Health Services
Rapid Assessment
Shelter-in-Place

POWER OUTAGE PROCEDURES

- Make every effort to identify the source of the problem, to ensure the failure is not within building/grounds and escalating.
- If downed lines, sparking, or another danger is observed, call 9-1-1 immediately.
- Call the City of Niles and report the outage (and law enforcement using the non-emergency phone number; see Emergency Contact Sheet).
- Notify the District Office.

CONSIDER THE POTENTIAL CONSEQUENCES OF AN OUTAGE

- Areas without windows (i.e., restrooms, interior classrooms) may be in total darkness and may become safety hazards.
- Heating/Cooling will not be available.
- If water is pumped from a well, water may not be available.
- Computer equipment, not connected to a UPS (uninterrupted power supply), may lose data and will be unavailable.
- Refrigerators, Freezers will cease cooling.
- Some food prep equipment (electrical appliances, etc.) will be unavailable.
- Security cameras, electronic locks, buzzers, if not on UPS, may cease to function.
- VoIP (Voice over internet protocol) phone systems will not function.
- Building internet servers may not be available.
- Emergency Notification systems (PA, paging, computer-generated alerts) may not be available.
- Emergency radio and television broadcasts may not be accessible.
- Battery chargers will not function.
- Breathing treatments, etc., cannot take place.

Trumbull County ESC Emergency Operations Plan

THE CENTER HAS PUT THE FOLLOWING PLANS IN PLACE TO MITIGATE THESE ISSUES

- UPS unit(s) are in place for the Center office computer.
- A sufficient supply of good batteries are available and checked Annually.
- Covelli Property Management responsible for emergency lighting
- Turn off available electrical equipment before power is restored.
- Stagger turning equipment on following an outage.

Sexual Assault/Abuse

DEFINITION

This section addresses actions to be taken for any real or suspected sexual assault situation. First consideration should be given to the physical and mental safety and privacy of the victim. Sexual assault and abuse are any type of sexual activity that a person does not willingly permit, including touching, child molestation, rape, and attempted rape (vaginal, anal, or oral penetration).

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Emergency Communication

Medical Response

Mental Health Services

Rapid Assessment

SEXUAL ASSAULT/ABUSE PROCEDURES

- Preserve the crime scene until law enforcement arrives.
- Once the initial allegation has been reported, Center authorities shall rely on law enforcement to conduct further investigation.
- Only clean the scene once it has been released by law enforcement.
- Assign a compassionate adult trained in trauma to remain with the victim.
- Center authorities should not permit the victim to wash or shower until after a physical exam as taken place.
- Advise staff not to use the victim's name on walkie-talkies, PA system, etc., and not to release the victim's identity EXCEPT to law enforcement.
- Security camera tapes shall be preserved and secured.
- If the victim's clothing has been turned over to Center authorities, measures will be taken to protect and provide it to law enforcement.
- Center authorities are obligated to notify law enforcement of suspected criminal acts.
- Law enforcement will investigate to determine if the allegation is credible. ORC 2921.22
- Center authorities will cooperate with law enforcement in a lawful investigation. ORC 2921.31

Unidentified Substances/Illicit Drugs

DEFINITION

Centers may encounter unidentified powders/substances that have been discarded or found during routine drug sweeps, locker inspections, and searches of students/staff. Center authorities must be aware that certain commonly used drugs are "transdermal," which means the pharmaceutical can be absorbed through the skin. Fentanyl, in particular, is a highly dangerous, potentially deadly substance that is frequently used as a cutting agent for cocaine and heroin.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Emergency Communication

Mental Health Services

Rapid Assessment

UNIDENTIFIED SUBSTANCES/ILLICIT DRUGS PROCEDURES

- Proper personal protective equipment shall be used during any search.
- Nitrile gloves
- Mask
- Do not touch, taste, or handle unidentified substances.
- Narcan (Naloxone) is not available in the office to be used during exposures or overdoses.
- Secure the area where the unidentified substances are found until first responders arrive.
- Superintendent will contact law enforcement if unknown substances are discovered.
- Center authorities will follow law enforcement/department of health instructions for cleanup of unidentified substances found in the office.

Water Outage/Restriction

DEFINITION

A water outage can occur at any time, for a variety of reasons, and usually without warning. There is a difference between a water outage (no running water) and a drinking water restriction (water is not suitable for consumption).

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Close Office

Emergency Communication

Evacuation

Family Reunification

Mental Health Services

Trumbull County ESC Emergency Operations Plan

Rapid Assessment

WATER OUTAGE/RESTRICTION PROCEDURES

- Make every effort to identify the source of the problem, to ensure the failure is not within building/grounds and escalating.
- Call Water service provider and report the outage.

CONSIDER THE POTENTIAL CONSEQUENCES OF AN OUTAGE:

- Toilets will not flush.
- Drinking water will not be available.
- Hand washing will be unavailable.
- Food prep would be difficult, if not impossible.
- Washing/sanitizing dishes would be impossible.

THE OFFICE HAS PUT THE FOLLOWING PLANS IN PLACE TO MITIGATE THESE ISSUES:

- Mobile toilets will be rented as a temporary measure.
- Bottled water will be provided for drinking by donors.
- An outside vendor will provide food.
- Disposable dishes, flatware, etc. will be provided.
- N/A

Once water is restored, the office will comply with restrictions of use issued by the Water provider following the outage, which may include running water through all taps, complying with a boil alert, using only bottled water for drinking, etc.

Winter Storm/Ice Storm

DEFINITION

Snow, ice, and wind have significant and varying impacts on Centers.

Winter Storm Warning: Life-threatening severe winter conditions have begun or will begin within 24 hours.

Winter Storm Watch: Potential for significant and hazardous winter weather within 48 hours. It does not mean that significant and hazardous winter weather will occur...it only means it is possible.

Significant and hazardous winter weather as designated:

- Per county EMA or law enforcement.

FUNCTIONAL CONTENT AREAS THAT MAY APPLY

Close Office

Emergency Communication

Trumbull County ESC Emergency Operations Plan

Evacuation

Family Reunification

Mental Health Services

Rapid Assessment

Reverse Evacuation

Shelter-in-Place

WINTER STORM/ICE STORM PROCEDURES

- Covelli Property Management is responsible for looking at long-range forecasts to stockpile adequate amounts of snow and ice removal resources.
- Superintendent is responsible for monitoring the weather and making recommendations to delay and/or close.
- Road conditions should be considered when determining to stay open, delay, or close.
- Decisions to delay or close are made by Superintendent, who has the authority to delay and/or close the Center. The alternate decision-maker is Assistant Superintendent.
- A decision to delay or close will be made by 6:30 AM.

Decisions to delay or close:

Thresholds for DELAYING office hours for snow, ice, and wind chill.

- 6:30 AM to delay for snow
- 6:30 AM to delay for ice
- 6:30 AM to delay for wind chill

Thresholds for CLOSING the office for snow, ice, and wind chill.

- County-wide declared an emergency to close for snow
- County-wide declared emergency to close for ice
- County-wide declared emergency to close for wind chill

VI. Recovery

Following an incident, the Center will need to recover from the physical and emotional harm caused by the emergency. The goal of recovery is to return Center operations to as near pre-emergency status as possible.

The Center administrator will designate appropriate personnel to collaborate with external resources to accomplish the following:

- Confirm the safety of the structure and all other products and services crucial to the daily needs of the Center operations, as found in Section II.E of this plan. If the structure is not safe implement the Continuity of Operations Plan (COOP).
- Verify continued access to student and administrative records.
- Confirm an adequate number of staff and teachers are available.
- Document damaged facilities lost equipment and resources and special personnel expenses. Share losses with county emergency management agencies as federal disaster reimbursement may be available.

Continuity of Operations Plan (COOP)

Definition

A Continuation of Operations Plan (COOP) is needed when the facility is unavailable for an extended period of time, typically weeks or months. Plans may vary depending upon the circumstance and duration of unavailability.

Procedure

Center districts, joint vocational Center districts, and chartered nonpublic Centers will be required to be open for instruction for a minimum of:

- 455 hours for students in half-day kindergarten;
- 910 hours for students in full-day kindergarten through Grade 6; and
- 1,001 hours for students in Grades 7-12 are considered a full Center year.

Community Centers must provide a minimum of 920 hours of learning opportunities per year.

If the facility is unavailable, the Center is required to provide instructional hours that meet the annual requirement. Below are some possible solutions:

Trumbull County ESC Emergency Operations Plan

Short-Term Unavailability:

If building restoration can happen within two (2) weeks, consider a temporary closure and the following methods to restore instructional hours:

- Add an hour to each Center day
- Hold classes on Saturdays
- Extend the Center year

Long-Term Unavailability:

- Contact County Emergency Management Agency who can assist with resources.
- Contact the Ohio Department of Education who can assist with how to meet educational requirements.
- Locate an alternate facility
- Consider local churches and community centers, with adequate space and restrooms.
- Establish a Memorandum of Understanding (MOU) for the use of the facility.
- Share a building with another Center by running on split schedules
- Establish an MOU.
- Transition to an online educational format

Ensure that all students have computer and internet access.

The local Library may be able to assist.

Permanent Closure:

- Transfer student records to the Ohio Department of Education.
- Communicate closure to parents as quickly as possible.

VII. Plan Administration

A. Approval of the Plan

While developing the emergency management plan for each building, the administrator must involve the following, who must sign the plan as described in ORC 3313.536.

- Community law enforcement
- Fire Officials
- Emergency Medical Technician
- Emergency Management
- Behavioral Health Community Partner
- Parents of students who are assigned to the building
- Teaching employees who are assigned to the building
- Non-teaching employees who are assigned to the building

Changes made to the plan should be shared with all emergency responder agencies and with all signatories.

B. Planning Team/Safety Committee

The Planning Team/Safety Committee, per OAC 3301-5-01 (C), is the group of building personnel and community stakeholders who address safety issues within the Center. They meet Annually per year. The team also collaborates via email, phone calls, and one on one meetings. Persons who are not members of the team are invited to make security recommendations at [i.e., Permitted at any time to any administrator and directly with Center staff.

The Safety Committee members are:

Building personnel

- Robert Marino Assistant Superintendent, Principal
- Chris Hubinsky
- Heather Pugh
- Brice Harris

Trumbull County ESC Emergency Operations Plan

Community Stakeholders

- Jaison Holland Police Chief, Law Enforcement
- Dave Danielson Fire Chief, Fire Department
- Dave Danielson Fire Chief, EMS
- Linda Beil Trumbull County EMA, Emergency Management
- Denise Holloway TSAC Supervisor, Behavioral Health

C. Review and Updates to the Plan

The emergency management plan should identify the latest revision date and the signature of individuals involved in its creation and/or revision.

Between January 1 and July 1 of each calendar year, the Center administrator shall review the plan and certify to the Ohio Department of Education that the plan is current and accurate. The certification must be entered into SAFE no later than July 1. During the annual review, the Center EOP and all components of the Comprehensive Emergency Management Plan will be checked for compliance with ORC 3313.536 and any other applicable state or local ordinance.

Additionally, if at any time changes are made to the Center EOP, the revised content will be uploaded to the Center's SAFE account within ten (10) days of those changes being adopted.

To remain in compliance with ORC 3313.536, the administrator shall renew the Center emergency management plan at least once every three years. Evaluation for compliance will occur at this time.

D. Personal Emergency Preparedness

All Trumbull County ESC staff members are encouraged to develop personal and family emergency plans and maintain a particular level of preparedness. Each family should anticipate that a staff member may be required to remain at Center following an emergency. Knowing that the family is prepared and can handle the situation will enable Center staff to do their jobs more effectively.

Every staff member should:

- Have a plan
- Make an emergency kit
- Have a communication plan
- Alert employer of situations that may cause danger at the Center

Trumbull County ESC Emergency Operations Plan

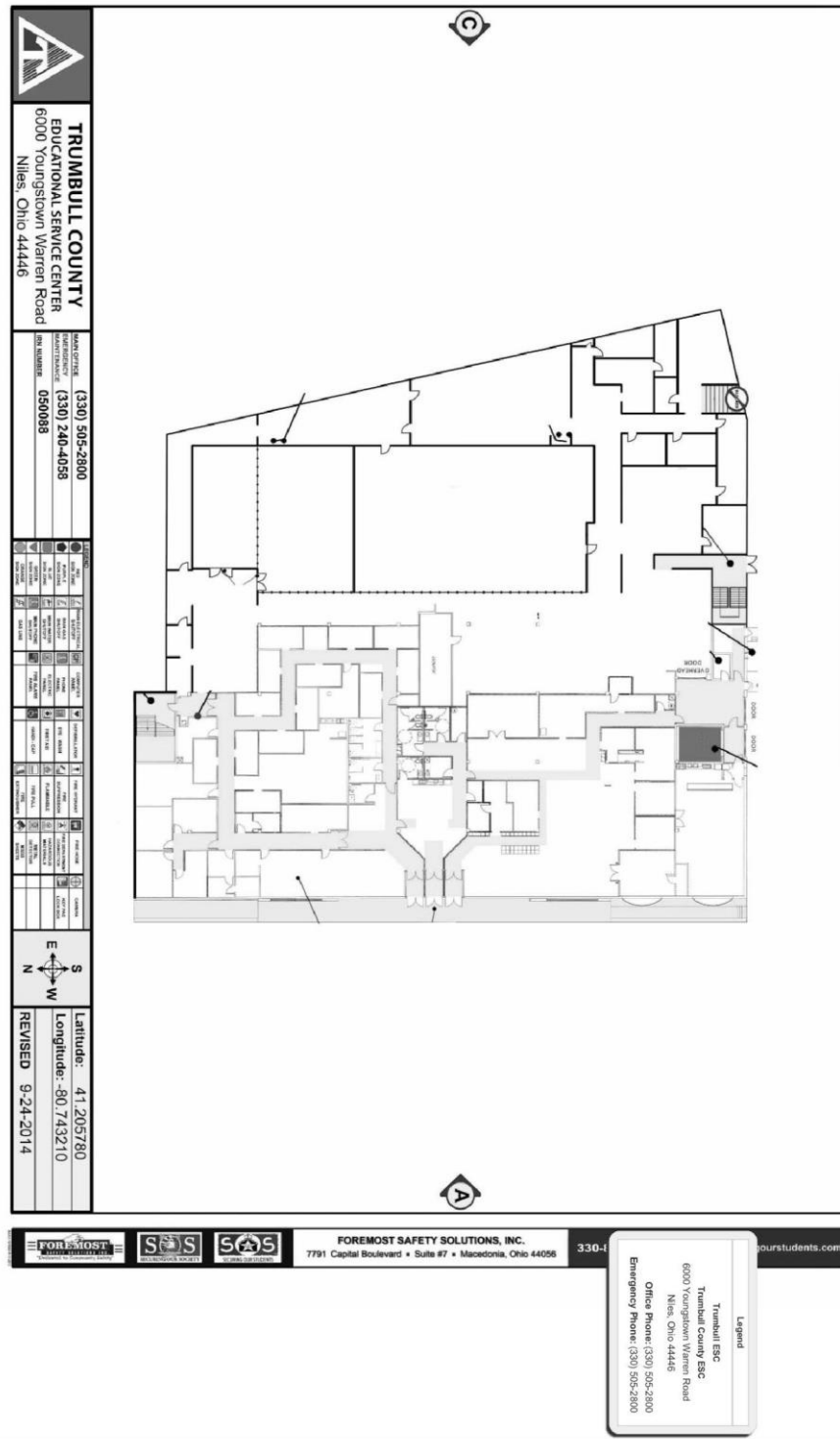
EOP Record of Change

Change Number	Date	Name	Summary of Changes
1	3/1/2017	Robert Marino	Update to conform with ORC and Ohio Homeland Security Office requirements
2	3/1/2020	Robert Marino	Required Update to conform with ORC and Homeland Security Requirements

EOP Record of Distribution

Name	Organization	Title	Date	Copies
Micahel Hanshaw	Trumbull County ESC	Superintendent	2/20/2020	3
Jaison Holland	Niles Police Dept.	Chief	2/20/2020	2
Dave Danielson	Niles Fire Dept.	Chief	2/20/2020	2
Linda Beil	Trumbull County EMA	Director	2/20/2020	2

Appendix: Site Plan



Trumbull County ESC Emergency Operations Plan



Appendix: Security Checklist

Trumbull County ESC Security Self-Assessment		Existing 100%	Existing Partial	Does Not Exist	Future Budget Item Not Relevant
Exterior	Lockable exterior doors	X			
	All exterior doors are locked during school hours			X	
	Exterior doors labeled	X			
	Exterior windows labeled	X			
	Anti-ballistic/Shatter-proof glass or film on doors/windows			X	
	Landscaping maintained from obscuring windows	X			
	Fenced playground				X
	Bollards used to protect building access				X
	Adequate lighting at exterior doors	X			
	Adequate lighting in parking lot(s)	X			
	Adequate lighting on walkways		X		
	Parking decals used	X			
	Driving lanes are clearly marked	X			
	Traffic patterns and procedures for drop off/pick up are enforced		X		
	Fire lane marking maintained	X			
Building Access	Controlled access (Front door buzzer)			X	
	Security vestibule exists at entry			X	
	Swipe card system			X	
	Key control/management system			X	
	Visitors must report to the main office upon arrival	X			
	Visitor sign-in log	X			
	Visitor badging system			X	
	Weapon/metal scanners			X	
	After-hours access to the building is limited/monitored			X	
	2-way communication device at main entry			X	

Trumbull County ESC Emergency Operations Plan

Trumbull County ESC Security Self-Assessment		Existing 100%	Existing Partial	Does Not Exist	Future Budget	Item Not Relevant
Security Cameras	Security cameras on exterior doors	X				
	Security camera in vestibule	X				
	Security camera in vestibule	X				
	Cameras accessible by law enforcement during emergencies only	X				
Interior	Locking mechanisms on the interior of classroom/office doors	X				
	TDLDS/barricade systems are available for classrooms			X		
	Alarm system	X				
	Protective gloves and masks	X				
Communications	PA system reaches all parts of the building		X			
	PA reaches outdoor venues (playground, sports fields, parking lot)			X		
	Hand-held 2-way radios/MARCS Radios			X		
	Radio building repeater			X		
	All classrooms are able to communicate with the main office	X				
	Tip line			X		
	Anti-bullying posters displayed			X		
Staff and Students	Teachers monitor hallways and restrooms between classes					X
	Security staff or SRO on duty during school hours					X
	Students and staff are trained not to open exterior doors for those attempting to gain entry to the building and avoid the office					X
	Students and staff are trained not to prop open exterior doors					X
	Students trained on See Something, Say Something					X