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OHIO REVISED CODE § 3313.536 (HB 422)

Ohio Revised Code § 3313.536 requires the board of education of each city, exempted village, and local school district and the governing authority of each chartered nonpublic school to file a comprehensive school safety plan and floor plan for each school building under the board's or governing authority's control. This information, once filed with the Ohio Attorney General's Office, will be made electronically available to law enforcement personnel in the event of an emergency.

School safety plans and floor plans may be sent electronically to SchoolPlans@OhioAttorneyGeneral.gov. If you are unable to send the plans electronically, the hard copies of the plans may be mailed to the Attorney General's Office at:

School Digitization Project
The Ohio Attorney General's Office
150 East Gay Street
18th Floor
Columbus, Ohio 43215

In order to remain in compliance with R.C. 3313.536(B), the board or governing authority shall update the safety plan at least once every three years and whenever a major modification to the building requires changes in the procedures outlined in the plan.

FLOOR PLANS:

School floor plans (not a building blueprint) shall meet the following guidelines:

- Submitted electronically or on white letter, legal, or 11" x 17" paper only
- Typed; no shading; minimal or no handwriting
- Include a key to define any symbols used
- Compass directions (at a minimum North) clearly noted
- Each floor should be on a separate page
- Street names that surround the facility clearly identified
- Building entrances/exits/windows clearly marked and numbered
- Location of water, gas and electrical shutoffs clearly noted
- Location of existing AED, areas of refuge/assistance, fire extinguishers, alarm panel and camera locations clearly noted
- Exterior *alpha phonetic* identification of building sides (Alpha, Bravo, Charlie, Delta) Note: The local fire department can inform school officials on how to label the buildings on the school floor plans as they are developed.
- School name, IRN number, address, and phone numbers for both the school office and for emergency maintenance included on each page of the floor plans

SAFETY PLANS:

In developing the safety plan for each building, the board or governing authority must involve community law enforcement, fire, and safety officials, parents of students who are assigned to the building and teachers and nonteaching employees who are assigned to the building as described in R.C. 3313.536(A). The school safety plan should be consistent with the local incident command structure, as established by local law enforcement and other public safety agencies. The safety plan should clearly identify the latest revision date and the community members involved in its creation.

School safety plans shall include protocols for addressing serious threats and the appropriate response to school-based emergency events. Events shall include, but are not limited to:

- Natural disaster/Severe weather
- Fire/Explosion
- Active shooter
- Hostage situation
- Bomb threat
- Medical emergency
- Significant accidents (bus crash, chemical spill, etc.)
- Act of terrorism

Each emergency response procedure should identify key school officials, procedures for the notification of law enforcement, fire, and safety officials, communication procedures, evacuation/staging site (if applicable), security procedures, utility and traffic control, student accountability procedures, resource allocation, parental notification procedures and method of student reunification and other needs that may be identified locally.

Additional resources and training in crisis planning may be available through the U.S. Department of Homeland Security Emergency Management Institute and the U.S. Department of Education.

The details in this guide are provided to assist you with the statutory mandates of HB 422 and R.C. 3313.536. If you have questions about the submission of your school safety plan or floor plans, please contact Dana Forney at the Ohio Attorney General's Office at 614-387-4255 or e-mail Dana.Forney@OhioAttorneyGeneral.gov.