

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Emergency Situations at School</i>	
Procedure No. 8420-00-01	Effective Date: October 21, 2019
Implements Board Policy(ies) 8420	Last Reviewed: October 21, 2019

1. Background

The Security Department shall be responsible for maintaining and updating:

- (1) A school safety plan for each school consistent with Ohio Rev. Code 3313.536*
- (2) Emergency procedures*

The Security Department shall also be responsible for conducting safety drills for fire, tornado, and active shooter drills consistent with the Ohio Rev. Code.

2. Responsibilities

Title: Ralph Ruwan, Director of Security	
Address: Education Center	
Phone: 363-0102	Cell phone: 207-5404
<i>The Director of Security shall be responsible to provide procedures and drills for emergency situations at school.</i>	

3. Action Steps

Safety Plan – the Director of Security shall work with each school, as well as local law enforcement and first responders to develop a school safety plan for each school that is consistent with the Ohio Revised Code.

Emergency Procedures – shall be regularly updated. ALICE training shall be required for all employees annually.

Emergency Drills – shall be coordinated by the Security Department.

4. Equity Considerations

None

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Emergency Procedures		<i>July 2015</i>
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.