

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Safety Procedures Within the Ohio Central School System	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 10-SAF-06
RULE/CODE REFERENCE: ORC 3737.73	SUPERSEDES: 10-SAF-06 dated 06/20/14
RELATED ACA STANDARDS:	EFFECTIVE DATE: June 19, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to provide for a standardized approach for ensuring that student safety and health procedures are in compliance with section 3737.73 of the Ohio Revised Code.

III. APPLICABILITY

This policy is applicable to all persons employed by the Department of Rehabilitation and Correction, independent contractors providing a service to the Department, inmates, and volunteers. The procedures set forth are specifically directed to those employees involved in student safety and health procedures.

IV. DEFINITIONS

Rapid Dismissal – The evacuation of the school area without taking attendance or returning to the classroom area.

Tornado Season – Tornado season in Ohio is designated as April, May, June and July of each year.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure that safety and health procedures within all educational areas of the Ohio Central School System are in compliance with applicable laws related to the operation of a chartered school district.

VI. PROCEDURES

A. Emergency Plans

1. The Safety and Health Coordinator at each institution shall be responsible for posting appropriate emergency plans inside each education classroom area within the institution. The posted emergency plans in the education classrooms shall include provisions for the following:
 - a. Fire drill instructions;
 - b. Rapid dismissal drill instructions; and
 - c. Tornado drill instructions
2. The Assistant Principal or School Administrator shall ensure that all emergency phone numbers and instructions are posted next to each telephone that is used by institution staff in the education area.
3. The posted emergency plans shall be reviewed at least annually and updated as needed. Documentation shall be completed by the Health and Safety Coordinator in a memo format to the Shared Services Principal.

B. Emergency Drills

1. The Safety and Health Coordinator or designee shall conduct a fire drill of each education area pursuant to Department Policy 10-SAF-05, Fire Prevention and Safety Practices. The Principal, Assistant Principal, or School Administrator shall conduct rapid dismissals of the education area(s) the other two months of each quarter. The quarterly fire drill shall be documented on the Emergency Drills Form (DRC1718). A copy of the completed form shall be provided to the Shared Services Area Principal. Copies of the completed Emergency Drills form (DRC1718) for the rapid dismissals conducted in the other two months of each quarter shall be maintained by the Principal and Assistant Principal.
2. The Safety and Health Coordinator or designee shall also conduct a tornado drill of each education area once per month throughout tornado season (April, May, June and July). The tornado drill shall be documented on the Emergency Drills Form (DRC1718) and a copy of the report shall be provided to the Shared Services Area Principal.
3. The Health and Safety Coordinator, at the discretion of the Managing Officer, may train the School Administrator, Assistant Principal, and/or Principal or designee to assist in conducting the monthly drills. All such training must be documented in the employee's training file.

C. Annual Fire Inspection

1. The Safety and Health Coordinator shall schedule an annual fire inspection of all education areas with the appropriate local authority or the State Fire Marshal's office. At the discretion of the Managing Officer or designee, the fire inspection of the education

areas may be conducted simultaneously with the institution fire inspection required in Department Policy 10-SAF-08, Facility Sanitation and Inspection Practices.

2. The Safety and Health Coordinator shall forward a copy of the fire inspection reports to the Shared Services Principal immediately upon receipt.

D. First Aid Kits

The Safety and Health Coordinator shall provide a first aid kit to each education area within the institution. The first aid kits shall be inventoried and maintained pursuant to Department Policy 68-MED-20, Emergency Services.

Related Department Forms:

Emergency Drills Form

DRC1718