

## **I. INTRODUCTION**

### **A. Purpose of the Plan**

The purpose of the Miami Valley Career Technology Center (MVCTC) Emergency Management Plan (School EMP) is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of the MVCTC and its employees. Customization of this plan to meet MVCTC needs and circumstances is important. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably. The plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that MVCTC has established guidelines and procedures to respond to incidents/hazards in an effective way.

Developing, maintaining, and exercising the School EMP increases legal protection. Schools without established incident management procedures may be found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

### **B. Scope of the Plan**

The School EMP provides guidelines and procedures for dealing with existing and potential school incidents. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. The plan discusses the expectations of staff; roles and responsibilities; direction and control systems; internal and external communications; training and sustainability; authority and references as defined by local, state, and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

### **C. Coordination with Emergency First Responders**

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, safety, fire, emergency agencies, as well as mental health and other community organizations. An important component of the School EMP is advanced planning with various federal, state, and/or local agencies and community service providers to aid in timely communication and response to an incident. Advance planning may or may not include written agreements to help coordinate services between the agencies and school. Advanced planning should specify the type of communication and services provided by one agency to another.

**D. Records Management**

The Emergency Management Plan is reviewed at least annually and all updates are reported as required by law and Board policy.

School Emergency Management Plans are secured records pursuant to Ohio Revised Code 149.433 and not subject to release under public records law.