



## **BOARD MEETING**

**February 23, 2016**



ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Board Meeting Agenda

Tuesday, February 23, 2016 – 6:00 P.M.

801 W. Union St., Athens, OH 45701

**The Mission of the Athens County Board of Developmental Disabilities is to enhance the quality of life for individuals with developmental disabilities through an array of individualized services and supports.**

1. Call to Order – Margaret Demko, Board President.
2. Roll Call – Sally Biancone.
3. Reading of Mission Statement.
4. Motion to approve Agenda.
5. New Business:
  - a. Motion to approve January 26, 2016 Regular Meeting Board Minutes. *(Exhibit 1, Pages 1-8)*.
  - b. First reading of Personnel Policy 5.18 Bus Driver Qualifications. *(Exhibit 2, Pages 9-10)*.
  - c. First reading of Personnel Policy 6.1 Holidays. *(Exhibit 3, Pages 11-12)*.
  - d. First reading of Personnel Policy 6.2 Vacation *(Exhibit 4, Pages 13-14)*.
  - e. First reading of Personnel Policy 6.6 Personal Leave. *(Exhibit 5, Page 15)*.
  - f. First reading of Policy 6.11 Calamity Days. *(Exhibit 6, Page 16)*.
  - g. First reading of Personnel Policy 5.18-A Van Driver Qualifications. *(Exhibit 7, Page 17-18)*.
  - h. First reading of Strategic Planning policies. *(Exhibit 8, Pages 19-21)*.
  - i. First reading of the School Safety Plan. *(Exhibit 9, Pages 22-113)*.
  - j. Motion to approve Sally Biancone/Independent Contractor contract with ACBDD, pending approval from the Prosecuting Attorney. *(Exhibit 10, Pages 114-116; Exhibit 10A, Pages 117-118; Exhibit 10B Page 119)*.
  - k. Motion to approve ACBDD contract with ATCO, Inc., pending approval from the Prosecuting Attorney. *(Exhibit 11, Pages 120-135)*.
  - l. Motion to approve Sensory Integration Services contract with Marsha Willan. *(Exhibit 12, Pages 136-138)*.
  - m. Motion to approve posting for and hiring of three (3) Service and Support Specialists. *(Exhibit 13, Pages 139-140)*.
  - n. Motion to approve posting for and hiring of one (1) Intervention Specialist for Primary 2. *(Exhibit 14, Page 141)*.
  - o. Motion to approve posting for and hiring of one (1) Instructor Assistant/Paraprofessional for Primary 2. *(Exhibit 15, Page 142)*.
  - p. Motion to approve creating the position of ATCO Transition Manager. *(Exhibit 16, Page 143-144)*.
  - q. Motion to approve the amended Beacon Calendar *(Exhibit 17, Page 145)*.
  - r. Motion to approve a new logo. *(Exhibit 18, Page 146)*.
  - s. Motion to approve a \$2500 sponsorship to the summer camp held at Beacon School. *(Exhibit 19, Page 147; Exhibit 19A, Page 148)*.
  - t. Motion to approve reposting the Human Resources Management position and increasing it from part-time to full-time. *(Exhibit 20, Pages 149-150)*.

6. Old Business:
  - a. Review regarding Personnel Policy 5.10 Pay Period. (*Exhibit 21, Page 151*).
7. Board Reports:
  - a. Superintendent, Kevin Davis. (*Exhibit 22, Page 152*).
  - b. Assistant Superintendent/Director of Educational Services, Dr. Turner. (*Exhibit 23, Pages 153-155*).
  - c. Director of Finance and Operations, Steve Kramer. (*Exhibit 24, Pages 156-162; Exhibit 24A, Pages 163-166*).
  - d. Director of Service and Support, Dennis Lehman. (*Exhibit 25, Page 167*).
  - e. Director of Adult Services, Mark Cullison. (*Exhibit 26, Page 168*).
  - f. Director of Facilities and Transportation, Butch Withem. (*Exhibit 27, Page 169*).
8. Comments from Visitors relative to the agenda.
9. Comments from Unions relative to the agenda.
10. Comments from the Board.
11. Motion to enter into Executive Session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official and per ORC 121.22 (G)(2) to consider the purchase of public property for public purposes.
12. Motion to return from Executive Session.
13. Motion to adjourn.

**EXHIBIT 1**

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, January 26, 2016 – 6:00 P.M.  
801 W. Union St., Athens, OH 45701

**Draft until approved by the Board**

1. Margaret Demko, Board President, called the meeting to order at 6:08pm.
2. Stephanie Howell did roll call:

ALLEN	Present
BOND	Present
DEFOREST	Present (Arrived just after roll call)
DEMKO	Present
HUTZEL	Present
JOLLEY	Present
MILLER	Present

***Staff in attendance:***

Kevin Davis	Superintendent
Dr. Turner	Assistant Superintendent & Director of Educational Services
Steve Kramer	Director of Finance & Operations
Dennis Lehman	Director of Service & Support Administration
Mark Cullison	Director of Adult Services
Butch Withem	Director of Facilities & Transportation
Stephanie Howell	Executive Assistant to the Superintendent

***\*See sign-in sheet for a complete list of those in attendance.***

3. As new Board members, Rebecca Miller and Jason Jolley recited and signed the Oath & Declaration.
4. Leonard Allen read the Mission Statement.

5. Motion to approve the agenda.

**Motion #:** 01-16-01  
**MOTION:** ALLEN  
**SECOND:** HUTZEL  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER  
**CARRIES:** YES

6. Presentation by Mr. Charlie Adkins, Athens County Commissioner.

Charlie Adkins thanked all those who work in the field of DD.

He explained the EMS Stations behind the Elks Lodge on W. Union St. doesn't belong to the county and is no longer a good fit to house the emergency squads. The county would like to move them to what is now Athens Township garage, also on W. Union St. at the mouth of O'Bleness Memorial Hospital. It is also being discussed that this could be the site to build a facility for a 911 center if the transition happened.

## EXHIBIT 1

Mr. Adkins said the township garage has to relocate because it has been cited by the EPA for having salt mounds near water wells and the most suitable location would be the Athens County Board of DD's transportation garage/SSA department on Lavelle Road. Mr. Adkins said the EMS and ACBDD transportation could share the location on W. State temporarily, but it would not be an option for a long-term solution for ACBDD. He said the property on Connett Road could house the SSA department and a property exchange could take place after the JFS employees vacate the building in February. The approximate cost to ACBDD is (based on values posted on auditor's website):

\$363,900	Property value of Connett Rd. (Commissioner owned).
- <u>\$199,420</u>	Property value of Lavelle Rd. site. (ACBDD owned)
\$164,480	ACBDD would pay Commissioner's/County

In this scenario, ACBDD would own the Connett Rd. site and would need to make long term arrangements for any buses or vehicles that will remain part of the ACBDD system. This may include having to purchase and/or build a facility. The property at Lavelle Road would then be owned by the County Commissioners.

Mr. Adkins said the county would like to move forward on this as soon as possible. He said he would like to see a commitment by ACBDD so they can get EMS out of their current location by summer 2016. He also said it may be possible to work out a deal with Connett Road without making a deal with all three properties, but that is not his goal. He would like to see a 3-way deal.

Mr. Adkins told Board members he would be happy to take them on a tour of the Connett Road facility. He said he felt this was a great way for the three county entities to come together and do what's best for taxpayers.

ACBDD driver, Jacquie White asked Mr. Adkins if he had any concerns about the current township garage being too cramped to house emergency squads and the ACBDD fleet. He said he did not have concerns about this, and reminded the group that it is only a temporary site for ACBDD.

7. Motion to approve December 15, 2015 Regular Meeting Board Minutes. (Exhibit 1, Pages 1-7).

Jason Jolley asked that the spelling of his name be corrected. Motion to approve with that change.

**Motion #:** 01-16-02  
**MOTION:** ALLEN  
**SECOND:** HUTZEL  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY  
**CARRIES:** YES

8. Motion to approve December 15, 2015 Organizational Meeting Minutes. (Exhibit 2, Pages 8-10).

Margaret Demko stated there are errors in the minutes regarding the nomination for officers. Carol Tinkham went back into her notes from that meeting and found which corrections were needed. (DeForest nominated Demko for President, Hutzel seconded that motion; Demko nominated Hutzel for Vice President and Bond seconded that motion; Demko nominated Bond for Secretary, and Hutzel seconded that motion).

Motion to approve with these corrections.

## EXHIBIT 1

**Motion #:** 01-16-03  
**MOTION:** ALLEN  
**SECOND:** HUTZEL  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, MILLER  
**ABSTAIN:** JOLLEY  
**CARRIES:** YES

9. Motion to approve updates for Personnel Policy 5.10 Pay Period. (Exhibit 3, Page 11).

The changes on Policy 5.10 entail adding a requirement that all ACBDD staff have direct deposit in an effort to increase convenience for clerical staff and employees, and to move into a paperless system. There are currently about 15 employees receiving paper checks. Margaret Demko brought up a concern about whether or not these employees had a checking account and if these employees had been surveyed or given any timeline. Steve Kramer said that no employees were surveyed and no timelines had been discussed. Steve mentioned that on a recent holiday, Carol Tinkham had to come in to the building to wait for employees to pick up their checks, which required us to pay her holiday pay.

The Board recommended that this be tabled until a survey can be taken of the employees who are receiving paper checks. The Board also recommended that timelines be established for staff if the decision is made to go forward.

**Motion #:** 01-16-04  
**MOTION:** TABLED  
**SECOND:** N/A  
**A YES:** N/A  
**CARRIES:** NO

10. Motion to approve Personnel Policies 5.12 and 5.12A. (Exhibit 4, Pages 12-13).

These policies are reviewed for approval. There are no changes.

**Motion #:** 01-16-05  
**MOTION:** JOLLEY  
**SECOND:** ALLEN  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER  
**CARRIES:** YES

11. Motion to approve Short-Term Admission contract with GDC. (Exhibit 5, Page 14).

**Motion #:** 01-16-06  
**MOTION:** BOND  
**SECOND:** HUTZEL  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY  
**ABSTAIN:** MILLER  
**CARRIES:** YES

12. Motion to approve SOCOG contract. (Exhibit 6, Pages 15-20).

## EXHIBIT 1

Kevin reviewed the changes from last year's contract, which included the addition of an MUI Coordinator.

**Motion #:** 01-16-07  
**MOTION:** ALLEN  
**SECOND:** DEMKO  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL  
**ABSTAIN:** JOLLEY, MILLER  
**CARRIES:** YES

13. Motion to approve OACB Membership Dues. (Exhibit 7, Pages 21-22).

All 88 Ohio County Boards are members; OACB provides a variety of services, including legal.

**Motion #:** 01-16-08:  
**MOTION:** HUTZEL  
**SECOND:** BOND  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER  
**CARRIES:** YES

14. Motion to approve the Software License Agreement with Primary Solutions. (Exhibit 8, Pages 23-26).

Steve Kramer reported that this is the system fits right in with our cost reports and allows for the information to be categorized efficiently and appropriately for the Business Manager Reports.

**Motion #:** 01-16-09:  
**MOTION:** DEFOREST  
**SECOND:** HUTZEL  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, MILLER  
**ABSTAIN:** JOLLEY  
**CARRIES:** YES

15. Motion to approve posting for and hiring of PersonnelPlus Director. (Exhibit 9, Page 27).

Kevin Davis stated this would be a 1-year management contract at approximately \$60,000 (salary) plus 23% for benefits. He said this amount was already budgeted, and Steve Kramer confirmed this. Kevin said PersonnelPlus has struggled for three years, as three positions were combined into one and Mark Cullison has not been able to dedicate the necessary amount of time to PersonnelPlus that it needs to be a successful agency. PersonnelPlus was a leader in the state at one time, but has not been able to maintain that status under the current structure.

**Motion #:** 01-16-10:  
**MOTION:** ALLEN  
**SECOND:** JOLLEY  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER  
**CARRIES:** YES

## EXHIBIT 1

16. Motion to approve posting for and hiring of SSA Manager. (Exhibit 10, Page 28).

Kevin Davis stated this would be a 1-year management contract at approximately \$60,000 (salary) plus 23% for benefits. He said this amount was already budgeted, and Steve Kramer confirmed this. Kevin said the future of ACBDD is in the Service & Support department. There are currently 13 SSSs and there will be 4 more added in 2016. This is the fastest growing department at ACBDD and it is important to get help for Dennis (Director) as we move forward as an agency.

**Motion #:** 01-16-11  
**MOTION:** HUTZEL  
**SECOND:** JOLLEY  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER  
**CARRIES:** YES

17. Motion to transition Stephanie Howell and Kris Dunlap to One Year Management Contracts.

Kevin Davis stated that Stephanie Howell, Executive Assistant to the Superintendent, and Kris Dunlap, IT Support, both handle agency-wide, highly confidential information and should be under management contracts. There is no increased cost to the Board. Kevin also noted that Sally Biancone, Stephanie's predecessor, worked under the same contract.

**Motion #:** 01-16-12  
**MOTION:** ALLEN  
**SECOND:** HUTZEL  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER  
**CARRIES:** YES

18. Motion to approve a 3% cost-of-living pay adjustment for all ACBDD employees, excluding the Superintendent, to go into effect on January 25<sup>th</sup>, 2016.

Kevin Davis asked the Board to consider cost-of-living pay increases for all staff, except him (the Superintendent). He explained that it has been up to four years since some staff had any increase at all. He shared the average annual increases for Ohio workers, some of which exceeded 3% in just one year. Kevin presented three options to the Board detailing the cost of 1%, 2% and 3% cost of living increases. Kevin specified this is not a raise or a step increase, but a cost of living adjustment. Kevin said he had great appreciation for ACBDD staff and valued them. This had not been budgeted for; however, Steve Kramer said we can make any of the options work. The increase would go into effect on January 25<sup>th</sup>, 2016 as that was the start of the pay period.

**Motion #:** 01-16-13  
**MOTION:** ALLEN  
**SECOND:** HUTZEL  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER  
**CARRIES:** YES

19. Motion to approve PGO contract, pending approval from Prosecuting Attorney. (Exhibit 11-A, Pages 29-30; Exhibit 11-B, Pages 31-82).

## EXHIBIT 1

Margaret Demko thanked the team for their hard work on negotiating this contract. Dr. Turner stated the most significant points are the agreed-upon pay freeze and the clarifying language.

**Motion #:** 01-16-14  
**MOTION:** ALLEN  
**SECOND:** DEFOREST  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO  
**ABSTAIN:** HUTZEL, JOLLEY, MILLER  
**CARRIES:** YES

20. Motion to increase the Family Support Services distribution amount from \$28,000 to \$50,000 and the family eligibility amount from \$400.00 to \$500.00.

These funds can be used to cover things such as developmental toys, parent training, respite, and more. There is not a request or recommendation to amend the policy, just the amount. Individuals receiving waiver services are not eligible.

**Motion:** 01-16-15  
**MOTION:** HUTZEL  
**SECOND:** MILLER  
**A YES:** ALLEN, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER  
**A NO:** BOND  
**CARRIES:** YES

21. Steve Kramer reviewed the Medicaid expenditures and explained how he arrived at each amount.
22. Steve Kramer reviewed the audit reports. (Exhibit 12, Pages 83-86; Exhibit 13, Pages 87-95; Exhibit 14, Pages 96-113). Steve provided a summarization of the findings and explained that this was not an actual audit, but "agreed-upon procedures". Steve invited anyone who was interested in further details to contact him at his office.
23. Steve Kramer reviewed the billing issue at PersonnelPlus. He said there is approximately \$22-\$30,000 that will be getting billed for services that were previously thought to be non-billable. He explained that ACBDD recently learned that if the county owns a building where an enclave is working, it is billable. He said he is also taking measures to ensure those entering the information into the system know how to do it correctly. (Exhibit 15, Page 114).
24. Kevin Davis presented the Board with various logo submissions. The board reviewed and discussed them and agreed to ask staff and stakeholders to vote on their top three choices. The top three selected will go out for a vote, and then the top logo will be placed on next month's agenda for approval. (Exhibit 16, Pages 115-118).
25. Board Reports:
- a. Superintendent, Kevin Davis. (Exhibit 17, Page 119): Kevin thanked Dr. Turner for all of her hard work throughout the strategic planning process. He explained the benchmark plan and that the state will review the progress twice a year.

**EXHIBIT 1**

- b. Assistant Superintendent/Director of Educational Services, Dr. Turner. (Exhibit 18, Page 120): Report stands.
- c. Director of Finance and Operations, Steve Kramer. (Exhibit 19, Page 121-127): Steve reviewed his reports and gave an explanation of them to new members. He also said he and Kevin Davis are working with the auditor’s office on a carry-over plan, as the average carry over for other county boards is 84%.
- d. Director of Service and Support, Dennis Lehman. (Exhibit 20, Page 128): Report stands.
- e. Director of Adult Services, Mark Cullison. (Exhibit 21, Page 129): Mark encouraged everyone to attend the March 15<sup>th</sup> Disabilities Awareness Festival from 6-8:30pm at the Athens Recreation Center. A committee will form soon to coordinate this event.
- f. Director of Facilities and Transportation, Butch Withem. (Exhibit 22, Page 130): Butch thanked the Board for the new truck and blade. He said it was especially helpful during the 8” of snow we just had.

26. Comments from Visitors relative to the agenda.

- a. Jamie Hart introduced new SSS, Kathleen Carlson, to the Board.
- b. Autumn Brown thanked the Board for the cost-of-living pay increase.

27. Motion to enter into Executive Session per ORC 121.22 (G)(2) to consider the purchase of property for public purposes and for the discussion of legal matters.

**Motion #:** 01-16-16  
**MOTION:** ALLEN  
**SECOND:** DEFOREST  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER  
**CARRIES:** YES

28. Motion to return from Executive Session.

**Motion #:** 01-16-17:  
**MOTION:** HUTZEL  
**SECOND:** DEFOREST  
**A YES:** ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER  
**CARRIES:** YES

29. Motion to allow the Superintendent to begin working with the ATCO Board on a transition plan.

**Motion #:** 01-16-18:  
**MOTION:** HUTZEL  
**SECOND:** DEFOREST  
**A YES:** ALLEN, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER

**EXHIBIT 1**

**A NO:           BOND**  
**CARRIES:       YES**

30. Motion to give the Superintendent permission to move forward on negotiating the purchase of the Connett Road facility.

**Motion #:       01-16-19:**  
**MOTION:       ALLEN**  
**SECOND:       JOLLEY**  
**A YES:         ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER**  
**CARRIES:       YES**

31. Motion to adjourn at 10:15pm.

**Motion #:       01-16-20**  
**MOTION:       DEMKO**  
**SECOND:       HUTZEL**  
**A YES:         ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER**  
**CARRIES:       YES**

**EXHIBIT 2**

**Section: 5.18**  
**Adopted: 6/20/06**  
**Revised: 1/25/11**  
**Effective: 6/20/06, 1/25/11**

**5.18 BUS DRIVER QUALIFICATIONS**

The school bus driver shall have an understanding of the role of pupil transportation in the educational program and meet all the physical, mental and moral requirements established by federal rule, state laws and this chapter of the Administrative Code.

Qualifications shall include:

- (1) Be at least 18 years of age with a minimum of two years driving experience.
- (2) Being physically qualified pursuant to the requirements listed in rule 3301-83-07 of the Administrative Code.
- (3) Completion of semi-annual driver record checks through the Ohio department of education for which records shall be maintained by the employer and/or school district for a minimum of six years. School bus drivers with any of the following shall be disqualified from operating a school bus:
  - a. More than six points during the past two years;
  - b. A conviction of driving while under the influence of alcohol and/or a controlled substance during the past six years;
  - c. Two (or more) serious traffic violations, as defined in divisions (GG)(1) to (GG)(7) of section 4506.01 of the Revised Code, during the past two years; or
  - d. (d) Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.
  - e. (e) Nothing in paragraph (B) of this rule shall limit any district or employer from adopting more stringent qualifications.
- (4) Being licensed as a school bus operator.
- (5) Holding school bus driver certification by a city or exempted village superintendent or by a county educational service center or county board of developmental disabilities, head start program administrator, or non-public administrator.
- (6) Completing pre-service and in-service training as prescribed in rule 3301-83-10 of the Administrative Code.
- (7) Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.
- (8) Ability to cope with stressful situations.

## EXHIBIT 2

(9) Possessing or upgrading skills through formal and/or in-service training.

(10) A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code A new report shall be required every six years with driver re-certification pursuant to rule 3301-83-10 of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.

(11) A negative pre-employment drug test.

(12) Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 49 C.F.R. 382 (January 2007). Individuals who refuse to participate in testing are disqualified from operating a school bus.

**EXHIBIT 3**

**Section: 6.1**  
**Adopted: 5/20/97**  
**Revised: 12/10/02; 6/20/06**  
**Effective: 12/10/02; 6/20/06**

**6.1 HOLIDAYS**

1. Eligible employees are entitled to the following legal holidays:

New Years Day	First day of January
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	Fourth day of July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day*	Eleventh day of November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	Twenty-fifth day of December

\* Designated Floating Holiday

2. If the holiday falls on Sunday, it will generally be observed on the following Monday; if it falls on a Saturday, it will generally be observed on the preceding Friday. (This is applicable to all agency staff, regardless of work schedule.)

In addition, the Board will extend the observance of the Christmas and New Years holidays for 260-day employees as follows:

If the Christmas falls on:

Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday

December 31st

ACBMRDD offices closed on:

Tuesday, December 26th  
 Monday, December 24th  
 Tuesday, December 24th  
 Friday, December 26th  
 Thursday, December 24th

Program closed

3. An employee who actually works, as required, with prior approval of the Superintendent, on days of observance of the recognized, legal holidays is entitled to receive compensation at the rate of one-and-one-half (1 1/2) times the hours worked (see Section 5.2). Management, supervisory, intermittent, or substitute employees are exempt from this provision.
4. Full-time permanent employees who work a schedule other than Monday through Friday will receive straight time off for any holiday observed on their regular day off. Such time must be taken in the work week in which the holiday occurs, unless otherwise approved by the Superintendent.

5. Part-time permanent employees are entitled to holiday pay for only that portion of any holiday for which they would normally have been scheduled to work.
6. If a holiday occurs while an employee is on vacation or sick leave, such vacation day or sick day will not be charged against his or her vacation leave or sick leave.
7. If an employee is in a non-pay **or prorated** status the entire day before and after a holiday, he or she will not be paid for the holiday.

**EXHIBIT 4****Section: 6.2****Adopted: 5/20/97****Revised: 8/21/00; 6/20/06; 11/16/11, 12/16/13****Effective: 8/21/00; 6/20/06, 11/16/11, 12/16/13****6.2 VACATION**

1. Full-time (40 hours per week), twelve month employees are eligible for paid vacation leave, according to the following eligibility guidelines:

Less than 8 years of service: 80 hours  
vacation (3.1 hours per bi-weekly pay period)

More than 8 or less than 15 years of service: 120 hours  
vacation (4.6 hours per bi-weekly pay period)

More than 15 or less than 25 years of service: 160 hours  
vacation (6.2 hours per bi-weekly pay period)

More than 25 years of service: 200 hours vacation  
(7.7 hours per bi-weekly pay period)

2. No employee will use vacation leave under any circumstances until he or she has completed the probationary period with the Board.
3. Vacations are scheduled in accordance with workload requirements of the individual departments within the Board. For this reason, it is essential that vacation requests be made at least three (3) weeks in advance of the proposed starting date, unless an emergency exists. Vacations are to be taken at a time which is mutually agreeable to the supervisor and the employee.
4. Vacation leave shall be charged in units of one quarter (1/4) hour.
5. Vacation leave is accrued when an employee is in active pay status, but it is not accrued for paid overtime.
6. Vacation leave shall accumulate for no more than three (3) years accrued vacation. An employee is entitled to compensation, at his or her current rate of pay for any unused vacation at the time of separation or retirement.
7. Any prior employment with the State of Ohio or political subdivisions of the State of Ohio will be counted toward the total years of service to determine vacation accrual rates for twelve-month employees. It is the employee's responsibility to provide evidence of such prior employment. (A letter from that political subdivision will be accepted as such

evidence.) Service time spent on authorized leaves of absence when the employee was returned to active service will be included in the total years of service.

8. In the event that the employee terminates service with the Board and has utilized more vacation than would have been earned since his/her anniversary date, the Board shall be reimbursed for time used but not earned out of the employee's last paycheck(s).
9. An employee who has utilized leave without pay in the preceding year prior to his/her anniversary date shall not be eligible for the allocation of vacation leave on his/her anniversary date but shall continue to earn vacation based on the actual number of hours in active status.
10. Beginning January 1, 2014 vacation will be accrued by the schedule in Paragraph 1. For employees that have previously been awarded vacation time at their anniversary date, the accrual rate will start on the anniversary date in 2014.
11. Beginning December 1, 2015, a 248-day Vehicle Operator 3 who works five hours per day shall earn paid vacation leave based on hours worked per day with an accumulation of 2 weeks per year (1 week of which shall be used during a period approved by the employer, i.e. Spring Break or Winter Break), to be used during the year after is it earned.

## EXHIBIT 5

### Section: 6.6

Adopted: 6/17/97

Revised: 12/10/02; 6/20/06, 12/16/13

Effective: 12/10/02; 6/20/06; 09/25/13; 12/16/13

### 6.6 PERSONAL LEAVE WITH PAY

1. All eligible\* staff members are awarded five personal days per calendar year, at the beginning of the calendar year, to use for whatever purpose they wish.
2. Personal leave, as described in this policy, must be taken in minimum units of one quarter (1/4) hour.
3. Prior written approval by the supervisor on the standard leave request form must be obtained before using this benefit. Applications for using personal leave shall be submitted on the standard leave request form at least one week in advance of the leave to be taken, except in the event of an emergency. Less than one week's notice may result in denial. In the event of an emergency, the staff member must submit the standard leave application form no later than the first working day back from the emergency in order for the employee to get paid for the personal day(s).
4. Personal leave with pay is to be used during the calendar year in which it is granted. Unused personal leave will not be carried over, except that an employee may elect to carryover one work day, ie., 8, 7.5, 7 or 5 hours per work week.
5. To use personal leave a staff member must be in active pay status or scheduled to work that day.
6. Personal leave time will be accrued from the beginning of a staff member's employment. The accrual rates for the work schedules are:
 

a. 40 hour per week	1.5385 per pay period
b. 37.5 hours per week	1.4423 per pay period
c. 35 hours per week	1.3461 per pay period
d. 25 hours per week	0.9615 per pay period
<b>e. 25 hours per week/drivers</b>	<b>0.5769 per pay period</b>

Part-time employees' accrual rate will be set by the following formula: Hours per week divided by position's full work week hours times the accrual rate for the work week. For example, an employee working 20 hours per week of a 40 hour position would be computed as follows: (20/40) times 1.5385.

7. Unused personal leave time will be paid to an employee who is retiring.

\*Eligible staff members are full-time or part-time regular. Does not include intermittent, seasonal, temporary or substitute staff.

**EXHIBIT 6****Section: 6.11****Adopted: 7/15/97****Revised: 6/20/06****Effective: 7/15/97; 6/20/06****6.11 CALAMITY DAYS**

1. The Superintendent or designee may authorize an emergency closing for all or part of the Board's programs/services due to inclement weather conditions or other emergencies (e.g., water main break, heating malfunction).
2. Employees who are affected by the declaration of a calamity day(s) or partial calamity day(s) will be paid in the same manner as they are paid for holidays for which they do not work, except as noted in this policy.
3. Employees who are in a non-pay status before and after a calamity day(s) will not be paid for the calamity day.
4. Employees who are on extended (five workdays or greater), pre-arranged leave shall be charged for requested leave on calamity days.
5. Employees who are not on an extended leave and who are in a pay status (e.g., paid sick, professional, or vacation leave), either the entire day before or after a calamity day, will be paid for the calamity day or portion of the day missed and will not be charged for sick, professional, personal, or vacation leave for the portion of time they were not expected to report to work.
6. Employees shall be required to make up calamity days/hours if an excess of calamity days requires extending the calendar until the minimum number of required days of actual programming are completed.
7. Employees are responsible for listening to the designated radio stations for the "calamity day" status. If employees have any question regarding whether their work site is open or closed, should call the administrative offices between 7am and 7:30am.

**EXHIBIT 7**

**Section: 5.18A**

**Adopted:**

**Revised:**

**Effective:**

**5.18-A DRIVERS OF VEHICLES OTHER THAN SCHOOL BUSES UTILIZED FOR PUBLIC TRANSPORTATION/VAN DRIVERS QUALIFICATIONS**

Qualifications shall include:

- (1) Be at least eighteen years of age with a minimum of two years driving experience.
- (2) Completion of semi-annual driver record checks through the Ohio Department of Education for which records shall be maintained by the employer and/or school district for a minimum of six years. Drivers with any of the following shall be disqualified from operating a vehicle:
  - (a) More than six points during the past two years;
  - (b) A conviction of driving while under the influence of alcohol and/or a controlled substance during the past six years;
  - (c) Two (or more) serious traffic violations, as defined in divisions (GG)(1) to (GG)(7) of section 4506.01 of the Revised Code, during the past two years; or
  - (d) Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.
  - (e) Nothing in this rule shall limit any district or employer from adopting more stringent qualifications.
- (3) Holding a valid driver's license.
- (4) Proof of financial responsibility or insured by the school transportation provider.
- (5) A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code. A new report shall be required every six years with driver re-certification pursuant to rule 3301-83-10 of the Revised Code and the standard for evaluation of this report shall be as provided for in rule 3301-83-23 of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.
- (6) Must be physically qualified as determined by rule 3301-83-07 of the Administrative Code.
- (7) Complete preservice training requirements as follows:

**EXHIBIT 7**

- (a) A four hour minimum Ohio preservice driver curriculum or other course only as approved in advance by the pupil transportation office of the Ohio department of education.
  - (b) A driving performance evaluation and review.
  - (c) Submit evidence of training to the Ohio Department of Education.
  - (d) Have a certificate of acknowledgement of van driver training as issued by the Ohio Department of Education..
  - (e) A current school bus driver certificate shall be considered satisfactory in fulfilling these requirements.
- (8) Complete two hours of annual in-service training as approved by the school district transportation department.
  - (9) The certificate of any person who has not completed the required annual in-service shall be revoked. That person must then successfully complete all of the certification requirements as listed in this rule.
  - (10) Negative results on a pre-employment drug and alcohol test and negative results on an annual drug and alcohol test to be performed at a time determined by the employer.

**EXHIBIT 8**

**Manual: Admin.**  
**Adopted: 4/20/98**  
**Revised: 4/16/01**  
**Effective: 4/16/01**

**33. ANNUAL ACTION PLAN**

The Board shall develop and adopt on an annual basis an action plan which addresses the following: A philosophy statement, an organizational chart, goals and objectives of the major service components, the administrative personnel in charge and their lines of authority, public access to the Board's administrative offices and an assessment of facility, service and support needs of eligible residents. In addition, the annual action plan shall address how service needs of individuals shall be addressed.

The Board will hold a public forum on an annual basis to obtain public comment of the action plan for the upcoming year, and the strategic plans for the years that follow. This forum will be conducted as a means of gathering community input, the results of which will be used in planning the agency's programs.

The Board will provide the public 30 days notice of this open forum.

Draft

Adopted:  
Revised:  
Effective:

### 33. STRATEGIC PLAN/ANNUAL ACTION PLAN

The Board shall develop and adopt a Strategic Plan every three years which addresses the following: problem statements (including strengths, weaknesses, opportunities, and threats), which face the agency and the individuals we serve, and our mission and goals to provide the service and support needs of eligible residents. A Strategic Planning Committee will be formed and comprised of ACBDD management staff, ACBDD union and non-union employees, Board members, individuals receiving ACBDD services and parents and/or guardians of individuals receiving services. The final Strategic Plan shall be sent to the Athens County Commissioners, all ACBDD staff, and posted on the ACBDD website.

The strategic plan developed by the county board and adopted by resolution shall contain a minimum the following items that meet the requirements of sections 5126.04 and 5126.054 of the Revised Code

The county board's mission and vision, and addresses the county board's strategy for:

- (a) Promoting self-advocacy by individuals served by the county board;
- (b) Ensuring that individuals receive services in the most integrated setting appropriate to their needs;
- (c) Reducing the number of individuals in the county waiting for services;
- (d) Increasing the number of individuals of working age engaged in community employment;
- (e) Taking measures to recruit sufficient providers of services to meet the needs of individuals receiving services in the county; and
- (f) Meeting with each newly certified independent provider within sixty days of the provider being selected to provide services to an individual, for purposes of confirming the provider understands the individual service plan and the provider's responsibilities and ensuring the provider has contact information for the county board.

From the Strategic Plan, the Board shall develop and adopt on an annual basis an action plan which addresses the following: A philosophy statement, an organizational chart, goals and objectives of the major service components, the administrative personnel in charge and their lines of authority, public access to the Board's administrative offices and an assessment of facility, service and support needs of eligible residents. In addition, the annual action plan shall address how service needs of individuals shall be addressed. The annual Action plan will be updated on a quarterly basis and distributed to Board members and ACBDD staff, stakeholders, and public.

**To obtain public comment prior to implementing the plans,** the Board will hold a public forum **every three years for the Strategic Plan, and** on an annual basis for the Action Plan. ~~to obtain public comment of for the Action Plan for the upcoming year, and the strategic plans for the years that follow.~~ **These** forums will be conducted as a means of gathering community input, the results of which will be used in planning the agency's programs.

The Board will provide the public 30 days notice of ~~this~~ **these** open forums.

## EXHIBIT 9

# School Safety/Emergency Operations Plan Ohio Attorney General School Safety Task Force June 2013

## How To Use This Plan

Ohio schools must have a comprehensive school safety plan that addresses their response not only to severe weather and natural disasters, chemical accidents and medical emergencies, but also to school violence and various types of terrorist threats.

This recommended School Safety/Emergency Operations Plan includes comprehensive information and descriptions of the overall concept of operations, organization, roles and responsibilities, along with checklists, to guide schools and school personnel in addressing various emergency hazards that may affect the safety of our children and school community.

The checklists and national best practices, outlined in the annexes of this plan with details of what to do in the event of various emergencies, are suggestions meant to assist schools in the development of their own customized School Safety Emergency Operations Plan (School EOP).

Policies and procedures related to or contained in the plan should be modified based on a school's unique circumstances and resources. In order to be an effective tool to manage an emergency event, a School EOP must include response procedures that are developed through threat assessments, safety audits, and planning and training before an incident occurs.

Planning, conducting live drills, and participating in table-top exercises with law enforcement, fire, emergency officials, and other members of the school community will ensure the sustainability of the School EOP. Building these relationships and community engagement are vital to a safer school community.

The content, organization, and terminology provided in this School EOP align with the Federal Emergency Management Agency's Sample School Operations Plan (2011). In addition, it closely mirrors format and organization of the State of Ohio, county, and municipal EOPs. The Ohio EMA and FEMA also train on this planning format in their emergency operations planning courses. Using this planning format will help the school plan comport with local emergency management and response plans.

The concepts and information contained in this plan is consistent with the National Incident Management System (NIMS), a set of principles that provides a systematic, proactive approach for planning, prevention, response, and recovery in managing emergency incidents. Consistent planning principles and processes across all levels of government, from the federal all the way to the individual school level will help ensure more efficient and coordinated plans, preparedness and emergency response.

While being NIMS compliant is no guarantee of federal grant funding, current federal grant opportunities require that recipients be in compliance with NIMS principles. It is expected that additional regulations will be instituted by the Department of Homeland Security and the U.S. Department of Education in the area of school safety and emergency planning. It is the intent that this recommended School EOP will put Ohio school districts and their schools in a good place to incorporate any additional requirements related to school safety initiatives.

With regard to specific information to be included in the School EOP, it is important to create and insert appropriate floor plans for each building and provide critical emergency information. These must be kept current. It is also important to identify appropriate staff to fill specific roles related to command operations and keep this information in a secure and safe location. Remember that key staff assignments and contact information must be regularly updated to ensure efficient operations in the event of an emergency. Finally, once you have developed your School EOP, appropriate workshops and/or seminars should be conducted to ensure that all district and school personnel understand the plan and their roles and responsibilities.

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community.

\* A Quick Reference "School EOP Checklist" is located at Attachment B.



**Beacon School  
Athens County Board of DD  
Emergency Operations Plan  
2/23/16**



## EMERGENCY FIRST RESPONDERS

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.

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

To provide the best information to first responders coming to the aid of a school during an emergency or critical incident, schools should develop their school safety plans into three sections, as follows:

- **Incident Response Plan** – The Incident Response Plan template was developed by the Ohio Attorney General's School Safety Taskforce to provide critical information to first responders during their immediate response to an incident. This template should be provided as the first few pages of the school's safety plan, so that it may be prominently displayed to responders when retrieving the information from the Ohio Law Enforcement Gateway (OHLEG). Schools are advised to update the Incident Response Plan whenever information on the plan changes and resubmit the update to the Attorney General's Office.
- **Floor Plans** - School floor plans (not a building blueprint) shall be submitted to the Attorney General's Office. The Ohio Attorney General's School Safety Taskforce has provided suggested guidelines for the development of standardized floor plans to ensure the information presented is clear and provides the most critical information in responding to an emergency in a school facility.
- **School Safety Plan Protocols** - The larger school safety plan should provide the more comprehensive information necessary for both school and public safety officials in developing an all hazards approach to school safety planning. This plan should be customized to meet your school's specific needs and circumstances. Meeting with emergency first responders and other community stakeholders is recommended as you develop and customize your plan.

**INCIDENT RESPONSE PLAN**

School Name: Beacon School School IRN: 065839  
 School Building Street Address: 801 W. Union  
 City: Athens County: Athens  
 School Type: County Board of Developmental Disabilities  
 School District: Athens County Board of Developmental Disabilities District IRN: 065839  
 Submitting Official's Name: Dr. Maryalice Turner Position: Director of Educational Services  
 Date of Submission: 2/23/16

**Key Contact Information**

School Decision-Maker's Name: Dr. Turner Cellular Telephone: 614-403-2047  
 Secondary School Decision-Maker's Name: Kevin Davis Cellular Telephone: 740-603-3521  
 Maintenance Staff Name: Butch Withem Cellular Telephone: 740-590-6683  
 Custodial Staff Name: Rex Maccombs Cellular Telephone: 740-503-4080  
 Keyholder's Name: Butch Withem Cellular Telephone: 740-590-6683  
 Key Knox Box Location (where applicable): Front office hallway, gray box on wall

**Primary Jurisdiction of Responding Agencies**

Police Department: Tom Pyle Contact Number: 740-592-3315  
 Fire Department: Robert Rymer Contact Number: 740-592-3301  
 EMS/Ambulance Service: ACEMS Contact Number: 740-797-9560  
 Emergency Management Agency Director: Rick Callebs Contact Number: 740-797-9560

**Communications**

Name of MARCS Radio Talk Group: Athens County Sheriff's Office  
 Description of Communication Platform/Capabilities: All Call Center

**Location of School Safety Plan Documents**

Location of Full-Size Floor Plans (hard copy)  
 On-Scene: Front office  
 Off-Site: 9033 Lavelle Road, Athens, Ohio- bus garage  
 Location of Full School Safety Plan Documents (hard-copy)  
 On-Scene: Front office  
 Off-Site: 9033 Lavelle Road, Athens, Ohio- bus garage

### FLOOR PLAN CHECKLIST

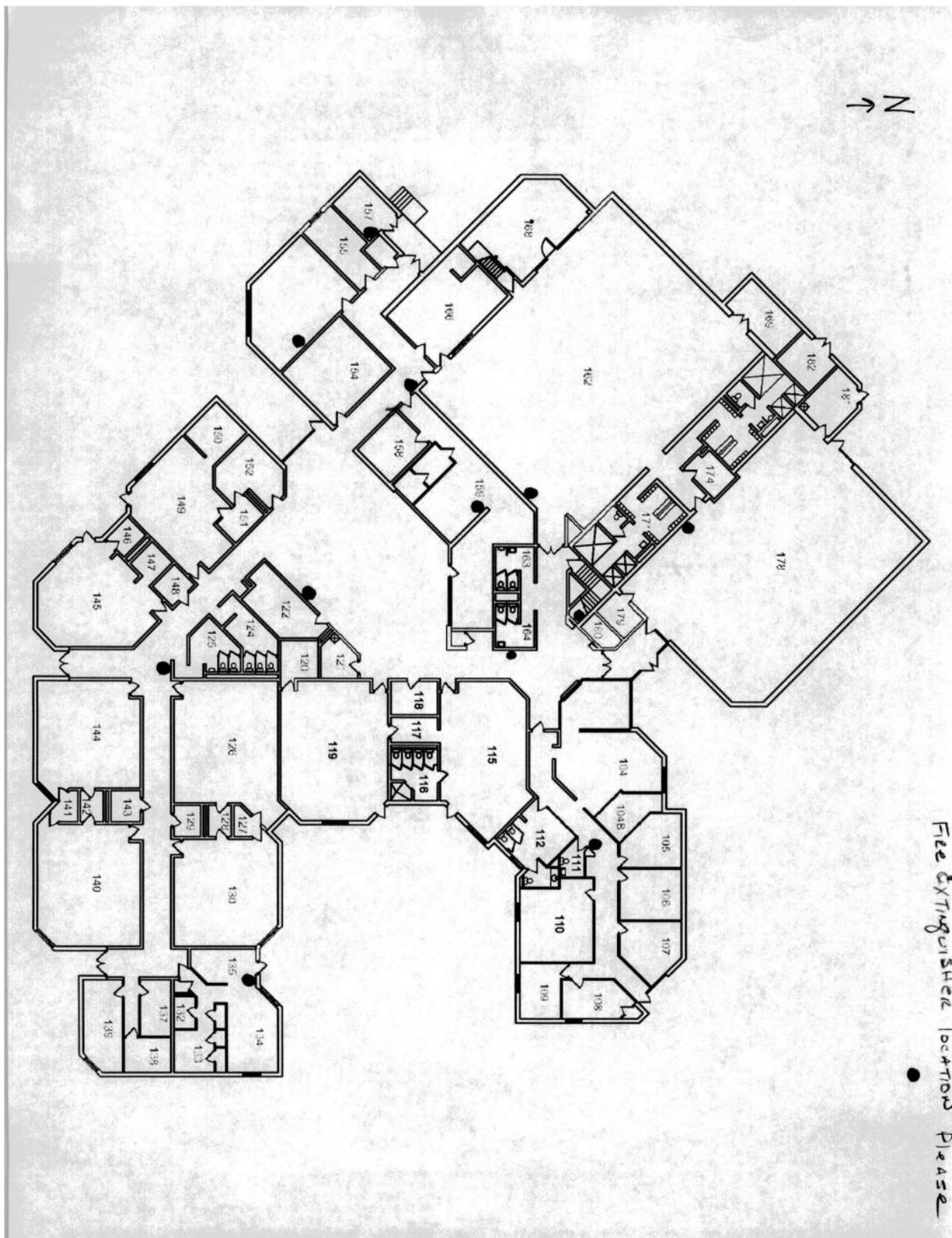
The following checklist was developed by the Attorney General's School Safety Taskforce to aid your school in preparing floor plans. In order to remain in compliance with R.C. 3313.536(B), the board or governing authority shall update the floor plans whenever a major modification to the building requires a change in the plan. You are encouraged to use this checklist in reviewing and updating your floor plans. This checklist should be submitted to the Attorney General's Office along with the floor plans.

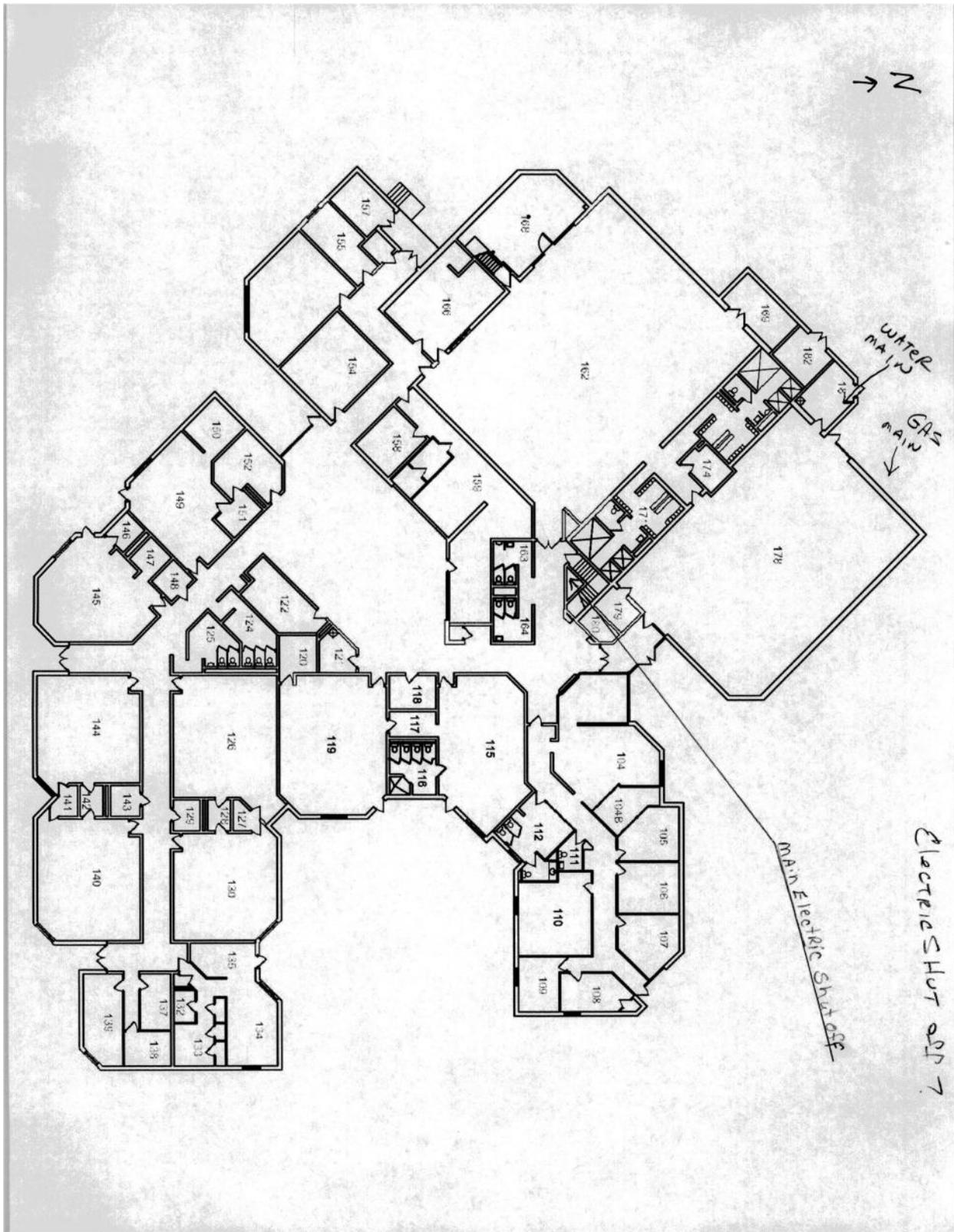
School Name: Beacon School School IRN: 065839  
 School Building Street Address: 801 W. Union  
 City: Athens County: Athens  
 School Type: DD Agency  
 School District: DD Agency District IRN: \_\_\_\_\_  
 Submitting Official's Name: Dr. Turner Position: Assistant Superintendent  
 Date of Submission: \_\_\_\_\_

#### FLOOR PLANS:

School Review	AGO Review	
		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
		Submitted electronically (this is preferable) or on white letter, legal, or 11" x 17" paper only (no blueprints)
		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 marked and numbered, with service entrances clearly identified
		Windows shall be graphically shown on the floor plans
		All rooms labeled by room number, with common areas and administrative offices labeled by use
		Location of water, gas and electrical shutoffs clearly noted
		Location of existing AED, areas of refuge/assistance, fire extinguishers, alarm panel, knox box, and camera locations clearly noted
		The area where floor plans and/or building blueprints are stored are clearly identified
		Exterior alpha phonetic identification of building sides (Alpha, Bravo, Charlie, Delta) <i>Note: The local fire department can inform school officials on how to label the buildings on the school floor plans as they are developed.</i>

BUILDING FLOOR PLANS





**SIGNATORY PAGE**

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.

Authorized School Authority:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Primary Community Law Enforcement:

\_\_\_\_\_  
Signature

Chief Athens City Police \_\_\_\_\_  
Title Agency

Safety (Fire/EMS/EMA) Official:

\_\_\_\_\_  
Signature

Chief Athens Fire Department \_\_\_\_\_  
Title Agency

Parent Representative:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Affiliation

Teacher Representative:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Affiliation

Non-Teaching Employee Representative:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Affiliation

Others (may include School Board President/Members, Principal, School Nurse):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Title

Affiliation

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Signature

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Title

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Affiliation

**SAFETY PLAN**

**Basic Plan**

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## I. INTRODUCTION

### A. Purpose of the Plan

The purpose of the Beacon School Emergency Operations Plan (School EOP) is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of Beacon School and its employees. Customization of this plan to meet Beacon School 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 Beacon School has established guidelines and procedures to respond to incidents/hazards in an effective way.

Developing, maintaining, and exercising the School EOP 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 EOP 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 EOP 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. If mutual aid agreements are created, a copy should be maintained with other important documents related to this safety plan. Advanced planning should specify the type of communication and services provided by one agency to another.

---

**D. Situation Overview/Hazard Analysis Summary**

**1. School Population**

**a. General Population**

Current enrollment at Beacon School is approximately 48 students located in the building. These students are supported by a committed staff and faculty consisting of:

- X 7 Teachers and specialists
- X 1 Administrators
- X 1 Office/support staff
- X 5 Instructional Assistants
- X 1 Cafeteria staff
- X 2 Maintenance and custodial staff
- X 3 Agency Administrators
- X 3 Agency support staff

A master schedule of where classes, grade levels, and staff are located during the day is provided to each classroom and is available hard copy and electronic: in main office.

**b. Functional Needs Population**

Beacon School is committed to the safe evacuation and transport of students and staff with functional needs. The functional needs population includes, but is not limited to, students/staff with:

- X Limited communication skills,
- X Blindness or visual disabilities,
- X Cognitive or emotional disabilities,
- X Deafness or hearing loss,
- X Mobility/physical disabilities (permanent and temporary), and
- X Medically fragile health (including asthma, feeding tubes and severe allergies).

The school's current enrollment of students with functional needs is approximately 48; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

Classrooms containing students and staff that require additional assistance during an incident will be noted by an asterisk next to the room number during the applicable class period(s) on the master schedule. The list of students and staff names with functional needs along with their schedules is available hard copy and electronic: in main office. A list of staff members that have been trained and assigned to assist the functional needs population during drills, exercises, and incidents is also available hard copy and electronic: in main office.

## **2. Building Information**

Beacon School is located on a 7 acre lot and includes 1 building, 1 garage, with one large wrap around parking. All classes take place Beacon School.

A map and/or floor plans of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs is included at the beginning of this plan. All staff members are required to know these locations as well as how to operate the utility shutoffs.

## **3. Hazard Analysis Summary**

Beacon School is exposed to many hazards which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. Understanding that the Athens Emergency Management Agency maintains an Emergency Operations Plan (EOP) to address hazards and incidents, the Beacon School EOP has been developed to fit into the larger Athens EOP in the event of a large-scale incident.

Table 1 on the following page briefly discusses high-priority hazards that Beacon School has identified through a hazards assessment of each school building and its surrounding area, conducted either by school officials or in conjunction with officials of the Athens County Emergency Management Agency and the County's Emergency Operations Plan, local law enforcement, fire, and other community safety partners.

For example, a school may be located near railroads where numerous hazardous materials are transported. A derailment could force an evacuation and implementation of other emergency procedures. The high-priority hazards table should be customized to include content specific to your school community.

**TABLE 1. HIGH-PRIORITY HAZARDS**

<b>Severe Weather</b>	High winds, tornados, heavy snow and/or ice, can occur in our region, so our plan is to use our designated safe areas. We have these for tornado areas. We attempt to pre-empt storms by sending students home, but have auxiliary power sources, sleeping accommodations for 150 people and food on site, if students would need to remain.
<b>Intruder/ Hostage</b>	We have lock-down evacuation procedures and practice them, per requirements. We lock the doors and place obstructions in front of the doors, turn off the light, and use a siren, and whistle for chaos. We have a Marc's Safety System Radio that is transmitted to the sheriff's office.
<b>Active Shooter</b>	We have lock-down evacuation procedures and practice them, per requirements. We lock the doors and place obstructions in front of the doors, turn off the light, and use a siren, and whistle for chaos.
<b>Bomb Threat</b>	We call for buses and evacuate the building, taking all to the local Athens County Fairgrounds or the bus garage.
<b>Bus Accident</b>	We call 911 and the bus garage, asking for the Highway Patrol and EMIS to respond. No students are released at the site, but are either transported to the hospital for medical evaluation or assessed by EMIS on-site. A different vehicle would be employed to take the students to the school or home.
<b>Fire/ Explosion</b>	Evacuate the building and call 911. We initiate our fire/evacuation procedure that is practiced, per regulation.

## **E. Planning Assumptions and Limitations**

### **1. Planning Assumptions**

Planning assumptions allow for deviation from the plan if certain assumptions prove not to be true during operations. The following are standard assumptions. Additional assumptions may be needed depending on your school's circumstances:

The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.

A major disaster could occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.

A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local emergency response agencies. Action is required immediately to save lives and protect school property.

Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.

There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.

Outside assistance from local fire, law enforcement and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene. Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire and safety inspections, will prevent or reduce incident-related losses.

Maintaining the School EOP and providing frequent opportunities for stakeholders (staff, students, parents, emergency responders, etc.) to exercise the plan through live drills and table-top exercises can improve the school's readiness to respond to incidents.

A spirit of volunteerism among school employees, students and families will result in their providing assistance and support to incident management efforts.

### **2. Planning Limitations**

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

## II. CONCEPT OF OPERATIONS

The overall strategy of a School EOP is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery.

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed in responding to an incident in the school. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

In addition, the incident may require coordinated operations with others. The key to successful operations is an organized command structure. It is important to understand that the school's command of the incident and the school's incident management structure may change once official emergency responders arrive on the scene. Emergency responders are knowledgeable in the Incident Command System (ICS) and may be best equipped to command the response to a specific incident. If this is to occur, the school may transition command of the incident to a more qualified Incident Commander (IC). These concepts are more fully discussed below.

It is critical for school administration officials and all segments of the community emergency response system to work together in advance of an incident to develop a working relationship and understanding of how the school's initial response would transition into the overall response to a critical incident at the school.

### A. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies, nongovernmental organizations and the private sector to work seamlessly to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand their roles and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds.

Beacon School recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers.

## Beacon School Emergency Operations Plan

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As part of its NIMS implementation, Beacon School participates in the local government's NIMS preparedness program to remain NIMS compliant and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner. NIMS compliance for school districts includes completing the following:

Adopt the use of the Incident Command System (ICS). All staff and students who assume roles described in this plan will receive ICS-100 training.

Complete NIMS awareness course IS-700 NIMS: An Introduction.

Participate in local government's NIMS preparedness program and incorporate the School EOP into the Athens County EOP.

Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

### **B. Initial Response and Implementation of the Incident Command System (ICS)**

In a major emergency or disaster, Beacon School may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. School personnel are usually first on the scene of an incident in a school setting. School 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 agency with legal authority to assume responsibility. School personnel will seek guidance and direction from local officials and technical assistance from state and federal agencies where appropriate.

All activities necessary in managing an incident must be organized and coordinated to ensure the most efficient response. The Incident Command System (ICS) will be used to manage all incidents.

Until non-school emergency responders arrive on-scene, the School Decision-Maker (usually the principal or his/her designee) is responsible for activating the School EOP, including common and/or specialized procedures, as well as hazard-specific incident plans. The School Decision-Maker shall designate a School Director of Facilities with authority to direct all incident activities. The designated School Director of Facilities should be the person most qualified to manage the specific type of incident.

Once an emergency responder agency with legal authority to assume responsibility arrives on scene, the School Director of Facilities should transition command to that Incident Commander and move to serving within the incident command structure.

Again, it is critical that school officials and all segments of the community emergency response system work together in advance of an incident to develop a working relationship and understanding of how the school's initial response would transition into the overall response to a critical incident at the school.

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

A building principal is not always able to manage all the aspects associated with an incident without assistance. As indicated, the Incident Command System (ICS) uses a team approach to manage incidents and allows school officials to assign tasks to other key school personnel.

Staff are assigned to serve within the ICS based on their expertise and training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs. School staff may be required to remain at school to assist in an incident.

#### A. Principal/Building Administrator

The principal/designee may serve as the School Incident Commander or delegate that authority to a qualified individual. While the principal retains the overall responsibility for the safety of students and staff, delegating certain duties to manage the incident may allow the principal to focus on policy-level activities and interfacing with other agencies and parents. The principal shall coordinate between the Superintendent's office and the School Incident Commander.

#### B. School Director of Facilities

The School Director of Facilities will establish an Incident Command Post (ICP) and provide an assessment of the situation to the principal/designee or other officials, identify resources required, and direct the on-scene incident management activities. The Director of Facilities responsibilities include:

- Assuming overall direction of all incident management activities based on procedures outlined in the School EOP.
- Taking steps deemed necessary to ensure the safety of students, staff and other individuals.
- Determining whether to implement incident management protocols established in the School EOP (e.g., Evacuation, Reverse Evacuation, Shelter in Place, etc. as described more fully in the annexes).
- Arranging for transfer of students, staff and other individuals when safety is threatened by a disaster.
- Working with and ensuring communication with emergency services personnel.
- Keeping the principal and other officials informed of the situation.

## Beacon School Emergency Operations Plan

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Ensuring the proper transfer of command when/if a more qualified Incident Commander arrives on scene.

**C. Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise. Responsibilities include:

- Supervising students under their charge.
- Taking steps to ensure the safety of students, staff and other individuals in the implementation of incident management protocols established in the School EOP.
- Directing students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification or intercom orders according to incident management procedures established in the School EOP.
- Taking attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Reporting missing students to the Director of Facilities.
- Executing assignments as directed by the Director of Facilities.
- Obtaining first-aid services for injured students from the school nurse or person trained in first-aid. Arrange for first-aid for those unable to be moved.
- Rendering first-aid if necessary. School staff will be trained and certified in first-aid and CPR.

**D. Instructional Assistants**

Responsibilities include assisting teachers as directed.

**E. Counselors, Social Workers, and Psychologists**

Counselors, social workers and psychologists provide assistance with the overall direction of the incident management procedures at the site. Responsibilities may include:

- Taking steps to ensure the safety of students, staff and other individuals in the implementation of incident management protocols established in the School EOP.
- Rendering first-aid if necessary.
- Assisting in the transfer of students, staff and other individuals when their safety is threatened by a disaster.
- Executing assignments as directed by the Director of Facilities.
- Assisting with crisis intervention and recovery processes.

**F. School Nurses/Health Assistants**

Responsibilities include:

- Administering first-aid or emergency treatment as needed.
- Supervising administration of first-aid by those trained to provide it.
- Organizing first-aid and medical supplies.

**G. Custodians/Maintenance Personnel**

Responsibilities include:

- Surveying and reporting building damage to the Director of Facilities.
- Controlling main shutoff valves for gas, water and electricity and ensure that no hazard results from broken or downed lines.
- Providing damage control as needed.
- Assisting in the conservation, use and disbursement of supplies and equipment.
- Keeping the Director of Facilities informed of school conditions.

**H. School Secretary/Office Staff**

Responsibilities include:

- Answering phones and assisting in receiving and providing consistent information to callers.
- Providing for the safety of essential school records and documents.
- Executing assignments as directed by the Director of Facilities.
- Providing assistance to the principal.
- Monitoring radio emergency broadcasts.
- Assisting with health incidents as needed, acting as messengers, etc.

**I. Food Service/Cafeteria Workers**

Responsibilities include:

- Using, preparing, and serving food and water on a rationed basis when the feeding of students and staff becomes necessary during an incident.
- Executing assignments as directed by the Director of Facilities.

**J. Bus Drivers**

Responsibilities include:

- Supervising the care of students if disaster occurs while students are on a bus.
- Transferring students to new location when directed.
- Executing assignments as directed by the Director of Facilities.
- Transporting individuals in need of medical attention.

**K. Other Staff (e.g., Itinerant Staff, Substitute Teachers)**

Responsibilities include reporting to the Director of Facilities for assignments, if requested to do so.

**L. Students**

Responsibilities include:

- Cooperating during emergency drills and exercises and during an incident.
- Learning to be responsible for themselves and others in an incident.
- Understanding the importance of not being a bystander by reporting situations of concern.
- Developing an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness and mitigation measures.
- Taking an active part in school incident response/recovery activities, as age appropriate.

**M. Parents/Guardians**

Responsibilities include:

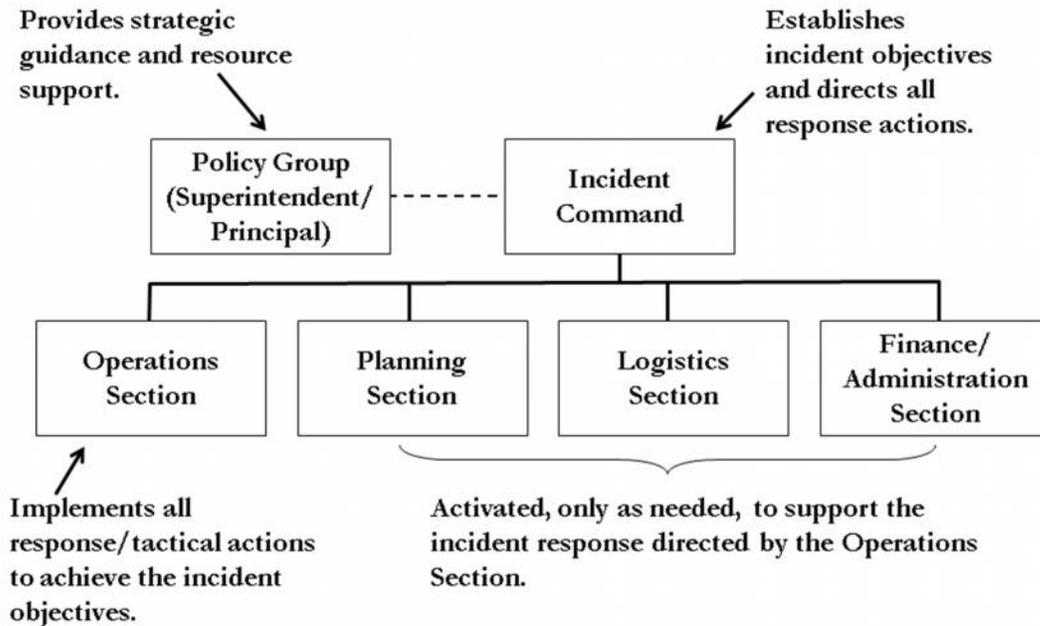
- Encouraging and supporting school safety, violence prevention and incident preparedness programs within the school.
- Participating in volunteer service projects for promoting school incident preparedness.
- Providing the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practicing incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.

**IV. DIRECTION, CONTROL, AND COORDINATION****A. School Incident Command System**

A school's command system can be used to manage emergency incidents or non-emergency events such as graduations, athletic events, or celebrations. The system is flexible to meet the school's needs. See Figure 1 on next page.

## Beacon School Emergency Operations Plan

Figure 1. School Incident Command System



Staff are assigned to serve within the ICS based on their expertise and training and the needs of the incident. Roles should be pre-assigned based on training and qualification. The School ICS is organized into the following functional areas:

### 1. School Director of Facilities

Directs tactical on-scene operations until/unless a coordinated incident command system (ICS) is established with local authorities. In complex incidents, a Policy/Coordination Group may be convened at the school district operations center. The role of the Policy/Coordination Group is to:

- Support the on-scene Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available.
- Identify and resolve issues common to all organizations.
- Keep elected officials and other executives informed of the situation and decisions.
- Provide factual information, both internally and externally. See Part V of this plan on Communications for additional information related to role/responsibility of an information officer.

The Beacon School Principal/designee and/or School Director of Facilities will keep the Policy/Coordination Group informed.

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## 2. Operations Section

When activated, the Operations Section coordinates all tactical operations including implementation of response/recovery activities according to procedures and protocols established by [name of School] in an incident action plan. Procedures and protocols will address care of students, first-aid, crisis intervention, search and rescue, site security, damage assessment, evacuations and the release of students to parents. Specific responsibilities include:

Analyzing school staffing to develop a Family Reunification Plan, and implementation.

Monitoring site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shutting them off only if danger exists or if directed by the Director of Facilities and assisting in securing facility.

Establishing medical triage with staff trained in first-aid and CPR, providing and overseeing care given to injured persons, distributing supplies and requesting additional supplies.

Providing and accessing psychological first-aid services for those in need and accessing local/regional providers for ongoing crisis counseling for students, staff and parents.

Coordinating the rationed distribution of food and water, establishing secondary toilet facilities in the event of water or plumbing failure and requesting needed supplies.

Documenting all activities.

See Table 2 on the next page for the types of Strike Teams that may be established within the Operations Section.

## Beacon School Emergency Operations Plan

**TABLE 2. OPERATIONS SECTION TEAMS**

Search & Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for:

- Identifying and marking unsafe areas.
- Conducting initial damage assessment.
- Obtaining injury and missing student reports from teachers.

First-Aid Teams provide triage, treatment, and psychological first-aid services. First-Aid Teams are responsible for:

- Setting up first-aid area for students.
- Assessing and treating injuries.
- Completing master injury report.

Evacuation/Shelter/Care Team. Evacuation, shelter and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs and providing for food and water. This team is responsible for:

- Accounting for the whereabouts of all students, staff and volunteers.
- Setting up a secure assembly area.
- Managing sheltering and sanitation operations.
- Managing student feeding and hydration.
- Coordinating with the Student Release Team.
- Coordinating with the Logistics Section to secure the needed space and supplies.

Facility & Security Response Team is responsible for:

- Locating all utilities and turning them off, if necessary.
- Securing and isolating fire/HazMat.
- Assessing and notifying officials of fire/HazMat.
- Conducting perimeter control.

Crisis Intervention Team is responsible for:

- Assessing need for onsite mental health support.
- Determining need for outside agency assistance.
- Providing onsite intervention /counseling resources.
- Monitoring well-being of School Incident Command Team, staff and students and reporting all findings to the Operations Section Chief.

Student Release/Reunification Team. Responsible for getting students reunited with their parents or guardians in an efficient and orderly manner. This can be an enormous challenge and takes a lot of planning. This team is responsible for:

- Setting up secure reunion area.
- Checking student emergency cards for authorized releases and completing release logs.
- Coordinating information officers on internal and external communications and messages.

**3. Planning Section**

When activated, the Planning Section is responsible for collecting, evaluating and disseminating information needed to measure the size, scope and seriousness of an incident and planning appropriate incident management activities. Duties may include:

Assisting the Director of Facilities in the collection and evaluation of information about an incident as it develops, assisting with ongoing planning efforts and maintaining the incident time log.  
Documenting all activities.

**4. Logistics Section**

When activated, the Logistics Section supports incident management operations by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident. Additional responsibilities include:

Establishing and overseeing communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and developing a telephone tree for after-hours communication.  
Establishing and maintaining school and classroom first-aid kits, coordinating access to and distribution of supplies during an incident and monitoring inventory of supplies and equipment.  
Documenting all activities.

**5. Finance/Administration Section**

When activated, the Finance/Administration Section oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement and recovering school records following an incident. Additional duties may include:

Assuming responsibility for overall documentation and recordkeeping activities; when possible, photographing or videotaping damage to property.  
Developing a system to monitor and track expenses and financial losses and secure all records.

School and school district management offices may assume responsibility for these functions and perform these duties off-site.

## Beacon School Emergency Operations Plan

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Remember that staff are assigned to serve within the School Incident Command System (ICS) based on their expertise and training and the needs of the incident. Roles should be pre-assigned based on training and qualification.

Table 3 provides example titles for specific roles within the School ICS. This Table can be completed for each of the various hazards in the annexes of this plan with specific staff assigned to each role along with emergency contact information. Each of these assignments are maintained with other important plan documents hard copy and electronic: in main office.

Beacon School Emergency Operations Plan

**TABLE 3 SCHOOL INCIDENT COMMAND SYSTEM**

Principal

**School Incident Commander**

1. Director of Facilities/Maintenance Staff    2. Administrative Assistant for the School

**Alternate School Commander(s)**

**Public Information Officer**

Superintendent

**Alternates**

1. Director of Facilities 2. Principal

*Acts as a liaison between school and public (including media)*

**Policy Group**

1. Superintendent

2. Principal

3. School Attorney

*Support Incident Commander, provide guidance on policy, help resolve issues and find resources, assist with communications.*

**Operations**

Director of Facilities

**Alternate**

1. Superintendent  
2. Principal

*Handle all emergency response jobs, including taking care of students as well as handling the challenges of the emergency.*

**Planning**

Director of Facilities

**Alternate**

1. Principal

*Responsible for tracking both available and needed resources, assessing the changing situation, documenting the response and managing the large site map at the Command Post.*

**Logistics**

Director of Facilities

**Alternates**

1. Chief Maintenance  
*Manages personnel, supplies and equipment During a response, the Logistics Team is responsible for handing out supplies, equipment and deploying unassigned people for work.*

**Finance & Administration**

Director of Finance

*Responsible for buying materials and keeping financial records of expenditures and employee hours*

## Beacon School Emergency Operations Plan

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### **B. Source and Use of Resources**

Beacon School will use its own resources and equipment to respond to incidents until emergency or other incident response personnel arrive. Parent volunteers and community members have been trained to assist, if called upon, and are available after an incident occurs. The following organizations or agencies [list should be customized to your school and community resources] have agreed to be responsible for providing additional resources or assistance:

First-aid kit and sanitation supplies will be provided by: ACBDD

Cots and bedding supplies will be provided by:ACBDD

Food/water supplies will be provided by: ACBDD

Security will be provided by: ACBDD

Counseling services will be provided by: Integrated Health

## **V. COMMUNICATIONS**

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

The School EOP must include policies and procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the school community, and the media. Templates for statements/press releases to the media, and a detailed communications plan, including standard procedures and protocols should be developed and made available in advance of an incident.

Templates for statements/ press releases, the communication plan and media contacts at the major television, Internet, and radio stations are maintained by [insert position] and located hard copy and electronic: in main office.

### **A. Communication Between School and with Law Enforcement and Emergency Responders**

Beacon School utilizes the Communication Platform/Capabilities described in the beginning of the School EOP to contact and maintain communications with law enforcement and other emergency responders during an incident. The School Director of Facilities will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Director of Facilities will use the communication platform [and/or other means] described in the School EOP to notify the principal/designee of the school's status/needs. Beacon School and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

## Beacon School Emergency Operations Plan

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### B. Internal Communications

Beacon School has identified a school spokesperson or public information officer who will be responsible to [add additional duties, as appropriate]:

Help create the policies and plans for communicating emergency information internally and to the public.

Follow the communications policies and procedures established by Beacon School.

Help establish alternative means to provide information in the event of a failure of power, phone or other lines of communication.

Develop materials for use in media briefings.

Act as the contact for emergency responders and assist in coordination of media communications.

#### 1. Communication Between School Officials and Staff Members

School personnel will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the incident evolve. The following practices [the list should be customized to fit your school's communication options] will be utilized to disseminate information internally when appropriate:

**Telephone Tree:** A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school. The tree originates with the principal/designee, who contacts the members of the School Incident Command Team. Team members then in turn will contact groups of staff (teachers, administrators and support staff).

**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.

**Morning Faculty Meeting:** As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.

**End-of-Day Faculty Meeting:** As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

### C. External Communications

School officials must communicate with the larger school community on how incidents will be addressed on a regular basis. However, once an incident does occur, parents, media and the community at large will require clear and concise messages from Beacon School about the incident, what is being done and the safety of the children and staff.

## Beacon School Emergency Operations Plan

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### 1. Communication with Parents

Before an incident occurs, Beacon School will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the School's EOP, its purpose, and its objectives, although detailed response tactics should not be shared if they will impede the safe response to an incident.
- Information will be included in [describe your school's method, ie, school newsletter, presentation delivered at Back-to-School event, etc.].
- Identify parents who are willing to volunteer in case of an incident and include them in preparation efforts and training.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

In the event of an incident, Beacon School will:

- Disseminate information [identify means such as via text messages, e-mail, radio announcements, hot-line, etc.] to inform parents about what is known to have happened.
- Implement a plan to manage phone calls and parents who arrive at school.
- Describe how the school and school district are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, Web site address, or recorded hotline where parents can receive updated incident information.
- Inform parents and students when and where school will resume.

After an incident, Beacon School administrator will schedule and attend an open question-and-answer meeting for parents as soon as possible.

### 2. Communication with the Media

In the event of an incident, the School Director of Facilities or the emergency responder Incident Commander (in the event command has been transferred), will coordinate with the school public information officer and/or participate in a joint information effort to [list should be customized by school]:

- Establish a media site and reception area away from the school and any established Incident Command Post.
- Provide regular updates to media and school community.
- Provide only information that has been approved to be released by the Incident Commander in charge of the scene.
- Monitor release of information and correct misinformation.
- Coordinate messages with the principal/designee.

## Beacon School Emergency Operations Plan

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All Beacon School employees are to refer all requests for information and questions to the designated Public Information Officer [or joint informational personnel].

### 3. Handling Rumors

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, Beacon School will:

- Provide appropriate information to internal groups, including administrators, teachers, students, custodians, secretaries, instructional assistants, cafeteria workers and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, especially to provide accurate information where rumors need to be dispelled.

After the immediate incident response period, Beacon School will conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

### D. Communication Tools

Some common internal and external communication tools that Beacon School uses, include the following [customize to your school's resources]:

- Standard telephone:** Beacon School has designated a school telephone number as a recorded "hotline" for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with emergency responders and others.
- Cellular telephones:** These phones may be the only tool working when electric service is out; they are useful to school personnel en route to or from a site.
- Intercom systems:** The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.
- Bullhorns and megaphones:** A battery-powered bullhorn to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.
- Two-way radio:** Two-way radios provide a reliable method of communication between rooms and buildings at a single site. All staff will be trained to understand how to operate the two-way radio.
- Computers:** A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area and the district

## Beacon School Emergency Operations Plan

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superintendent. An assigned staff member(s) will post information such as school evacuation, closure or relocation on the home page of the school 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 school staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.

**Whistles:** Whistles should be provided to staff in order to signal a need for immediate attention or assistance.

## VI. RECOVERY AFTER AN INCIDENT

After the safety and status of staff and students have been assured and emergency conditions have abated following an incident, staff, teachers and school officials will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing this effort is the starting point for the recovery process. Collecting and disseminating information will also facilitate the recovery process.

Beacon School will designate appropriate personnel and collaborate with external resources to work in teams to accomplish the following [identify personnel and activities, depending on your school's resources and type of incident at issue]:

- Conduct a comprehensive assessment of the physical and operational recovery needs.

- Assess physical security, data access and all other critical services (e.g., plumbing, electrical).

- Examine critical information technology assets and personnel resources and determine the impact on the school operations for each asset and resource that is unavailable or damaged.

- Document damaged facilities, lost equipment and resources and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.

- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.

- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.

- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment and personnel issues or resources that will facilitate the resumption of classes.

- Educate school personnel, students and parents on available crisis counseling services.

- Establish absentee policies for teachers/students after an incident.

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Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.

Develop alternative teaching methods for students unable to return immediately to classes

Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).

Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

## VII. ADMINISTRATION, FINANCE AND LOGISTICS

### A. Agreements and Contracts

If school resources prove to be inadequate during an incident, Beacon School will request assistance from local emergency services, other agencies and the school community in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies and/or personnel. All agreements entered into by authorized school officials should be in writing. All pre-negotiated agreements and contracts are hard copy and electronic: in main office.

### B. Recordkeeping

#### 1. Administrative Controls

Beacon School is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with established local fiscal policies and standard cost accounting procedures.

#### 2. Activity Logs

Staff assigned within the School ICS will maintain accurate logs recording key incident management activities, including:

Activation or deactivation of incident policies, procedures and resources.

Significant changes in the incident situation.

Major commitments of resources or requests for additional resources from external sources.

Issuance of protective action recommendations to the staff and students.

Evacuations.

Casualties.

Containment or termination of the incident.

### C. Incident Costs

School ICS Finance and Administration staff are responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of annual

## Beacon School Emergency Operations Plan

incident response costs that can be used in preparing future school budgets. The detailed records of costs for incident management and operations include:

- Personnel costs, especially overtime costs.
- Equipment operations costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

### **D. Preservation of Records**

In order to continue normal school operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water. Essential records should be protected and are maintained hard copy and electronic: in main office.

## **VIII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION**

### **A. Approval and Dissemination of the Plan**

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 safety plan should clearly identify the latest revision date and the signature of individuals involved in its creation and/or revision.

### **B. Record of Distribution**

Copies the school safety and floor plans will be distributed to emergency organizations with a role in responding to an incident. A record of distribution will be kept as proof that organizations have acknowledged their receipt, review and/or acceptance of the plan. School administrators will record the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery and the number of copies delivered. This record is hard copy and electronic: in main office

School Safety Planning documents should not be shared with those who do not have a need to know the details of the plan unless all sensitive, security-related information has been properly redacted. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the School Board.

## Beacon School Emergency Operations Plan

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### **C. Review and Updates to the Plan**

In order to remain in compliance with R.C. 3313.536(B), the board or governing authority shall update the comprehensive safety plan at least once every three years and the floor plans whenever a major modification to the building requires changes in the procedures outlined in the plan. The board should, however, ensure an update to the plan is filed with the Ohio Attorney General's Office whenever any critical information in the plan changes. Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change and the name of the person who made the change.

To ensure timely updates to the School EOP, the school board or governing authority has established a schedule for an annual review of planning documents. The basic plan and its annexes will be reviewed at least once per year by school officials and local emergency management agencies and others deemed appropriate by school administration.

The School EOP will be updated based upon changes in information; deficiencies identified during incident management activities and exercises; and when changes in threat hazards, resources and capabilities or school structure occur. Whenever the School EOP is updated, an updated copy shall be filed with the Ohio Attorney General's Office, to be made available through OHLEG, as well as distributed in accordance with the guidelines stated above.

### **D. Training and Exercising the Plan**

Beacon School understands the importance of training, drills, and table top exercises in maintaining and planning for an incident. To ensure that district personnel and community emergency responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill and exercise actions will occur. School officials will coordinate training efforts with guidance from [your County] Emergency Management Agency.

Basic training and refresher training sessions will be conducted [insert schedule specifics, such as annually, etc.] for [identify appropriate school personnel] in coordination with local fire, law enforcement and emergency managers.

School EOP training includes:

- Hazard and incident awareness training for school staff in a staff training.
- Orientation to the School EOP provided to school staff in a staff training.
- First-aid and CPR for direct care staff through our nurse' training plan.
- Team training to address specific incident response or recovery activities such as Family Reunification.
- Two online FEMA courses: ICS 100 and IS-700 to be taken, with documentation, by Director of Facilities, Maintenance, Principal and School Administrative Assistant. Both courses are available for free at FEMA's Emergency Management Institute:

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<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-100.b>

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-700.a>

Additional training will include drills and tabletop exercises. Drills will be conducted per code. Exercises will occur per code. Records of the training provided including date(s), type of training, and participant roster will be maintained and are located hard copy and electronic: in main office. Approved parent volunteers and community members will also be incorporated into larger training efforts.

All Beacon School staff members are encouraged to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.

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### **SCHOOL SAFETY PLANNING GLOSSARY**

**Hazards:** Hazards shall include situations involving threats of harm to students, personnel and/or facilities. Hazards include but are not limited to natural, technological and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies, depending on the size and scope of the incident.

**Incident:** An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property.

**Incident Command System (ICS):** The response infrastructure designed under the National Incident Management System (NIMS) to facilitate effective and efficient management of an incident by (1) identifying key team roles and functions; (2) assessing staff skills; (3) pre-designating staff for each ICS function (command, operations, planning, logistics, finance/administration); (4) coordinating with community partners; and (5) providing for transfer or command and backup of resources.

**Incident Commander:** The individual responsible for overall policy, direction and coordination of the emergency response effort. Usually this will be the local emergency official on site who has legal jurisdiction over the incident.

**Key Knox Box:** A key Knox Box is a device where emergency keys to all parts of the school facility are stored.

**Keyholder:** The school should identify the individual with access to keys to all parts of the school facility in the event of a critical incident or hazard. This individual should be reachable at the telephone number listed in the event of an emergency.

**Lockdown:** The initial physical response to provide a time barrier. 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.

**National Incident Management System (NIMS):** A set of principles that provides a systematic, proactive approach guiding government agencies, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, to reduce the loss of life or property and harm to the environment. This system ensures that those involved in an incident understand their roles and have the tools they need to be effective.

**School Decision Maker:** The school should identify the individual at the building level, usually the principal, who is authorized to make decisions for the school in the event of a critical incident or hazard. This individual should be reachable at the telephone number listed in the event of an emergency. The School Decision Maker may or may not serve as the Director of Facilities during a critical incident or emergency.

Beacon School Emergency Operations Plan

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**School Director of Facilities:** The school official who has been designated by the School Decision Maker, if not the same, who is authorized to make decisions for the school in the event of a critical incident or hazard. The School Director of Facilities may transfer command to the emergency responder Incident Commander, such as law enforcement, fire, or other safety officials who assumes control of the incident. The School Incident Commander will usually continue to operate within the overall ICS structure.

**Secondary School Decision Maker:** The school should identify a secondary individual who is authorized to make decisions for the school in the event that the primary school decision maker is not available during an emergency situation. This individual should be reachable at the telephone number listed in the event of an emergency. The Secondary School Decision Maker may or may not serve as the Incident Commander during a critical incident or emergency.

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### **SCHOOL SAFETY AUTHORITIES AND REFERENCES**

- Homeland Security Act of 2002, PL 107-296 (Nov. 25, 2002).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 (Nov. 23, 1988), amending the Disaster Relief Act of 1974, PL 93-288.
- NIMS, Department of Homeland Security, FEMA:  
<http://www.fema.gov/national-incident-management-system>.
- NIMS, Department of Homeland Security, FEMA: IS-700 National Incident Management System (NIMS) an Introduction:  
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-700.a>.
- Homeland Security Presidential Directive No. 5 (2003).
- Ohio Revised Code Section 3313.536, School Safety Plans.
- Ohio Revised Code Section 3313.86, Health and Safety Review.
- Ohio Revised Code Section 3318.371, Assistance for Relocation or Replacement of Classroom Facilities due to Contamination.
- Ohio Revised Code Section 3313.712, Emergency Medical Authorization.
- FEMA: IS-100 Introduction to Incident Command System:  
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-100.b>.
- Franklin County Emergency Management & Homeland Security Site Safety & Emergency Plan Template, Sept. 2012: <http://www.franklincountyohio.gov/emahs/>.
- Illinois School Emergency and Crisis Response Plan:  
<http://www.isbe.net/safety/guide.htm>.
- FEMA All-Hazards Training Document:  
<http://training.fema.gov/EMIWeb/emischool/EL361Toolkit/assets/SamplePlan.pdf>

### FUNCTIONAL ANNEXES

Functional protocols are common procedures that may be implemented along with procedures of hazard-and-threat specific protocols when needed to respond to an emergency. For example, evacuation procedures are implemented along with procedures of a more specific fire protocol. Reverse evacuation procedures may be instituted along with procedures activated for a hazardous materials spill that occurs outside of the school building. Each functional protocol describes the purpose and responsibilities for that function. Schools should customize these functional protocols to fit their unique circumstances. A risk assessment conducted with local emergency and safety officials will assist in development of effective procedures and protocols.

All functional annexes should address:

- Situations under which the procedures should be used.
- Who has the authority to activate the procedures.
- Specific actions to be taken when the procedures are implemented.

To implement functional procedures:

- All staff and students should undergo training and participate in drills.
- Staff and bus drivers assigned to work with special needs students should undergo in depth training and drills.
- Emergency response personnel should review, provide input and assist in training and drills on the use of these procedures. This will help evaluate the appropriateness of the procedures in the plan and assist with modifications or updating as necessary to ensure that the procedures are sufficient to provide a safe environment for students, staff and visitors.

Functional Annexes do not repeat but build upon the information, guidance and processes/procedures within the basic School EOP.

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**CONTINUITY OF OPERATIONS PLAN (COOP)****I. PURPOSE**

The purpose of a Continuity of Operations Plan (COOP) is to ensure that the school has procedures in place to maintain and/or rapidly resume essential operations after an incident has disrupted normal school operations, activities or services. COOP is critical to safety planning and a good business practice. The plan should anticipate a full range of potential incidents that could cause a temporary interruption of school operations to a complete shut-down of the school, requiring suspension of non-essential functions and/or relocation of essential functions to an alternative site for some period of time. A goal is to provide full operational capacity for essential functions within 12 hours after activation of COOP and sustain these functions for up to 30 days.

**II. RESPONSIBILITIES**

Delegation of authority and management responsibilities should be determined by School officials prior to an incident. COOP procedures should address responsibilities before, during and after an incident. Safety of students and school personnel is the first consideration. Strong internal and external communications systems and partnerships with appropriate organizations, contractors and providers of services should be developed so that resources are readily available if needed. Legal counsel should review delegations of authority to identify and address any possible legal restrictions.

Designated school personnel, in conjunction with the Principal/School Decision-Maker, will perform the essential functions listed in Table 1 on next page.

## Beacon School Emergency Operations Plan Functional Annexes

**Table 1. Essential Functions Performed by COOP Personnel**

Superintendent, Director of Facilities or Principal	<ul style="list-style-type: none"> <li>• Determine when to close schools, and/or send students/staff to alternate locations.</li> <li>• Disseminate information internally to students and staff.</li> <li>• Communicate with parents, media, and the larger school community.</li> <li>• Identify a line of succession, including who is responsible for restoring business functions for school.</li> </ul>
Superintendent, Director of Facilities or Principal	<ul style="list-style-type: none"> <li>• Ensure systems are in place for rapid contract execution after an incident.</li> <li>• Identify relocation areas for classrooms and administrative operations.</li> <li>• Create a system for registering students (out of district or into alternative schools).</li> <li>• Brief and train staff regarding their additional responsibilities.</li> <li>• Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations.</li> <li>• Identify strategies to continue teaching (e.g., using the Internet, providing tutors for homebound students, rearranging tests).</li> <li>• Reevaluate the curriculum.</li> </ul>
Superintendent, Director of Facilities or Principal, Maintenance Personnel	<ul style="list-style-type: none"> <li>• Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds.</li> <li>• Manage the restoration of school buildings and grounds (debris removal, repairing, repainting and/or re-landscaping).</li> </ul>
School Secretary/Office Staff	<ul style="list-style-type: none"> <li>• Maintain inventory.</li> <li>• Maintain essential records (and copies of records) including school's insurance policy.</li> <li>• Ensure redundancy of records (records are kept at a different physical location).</li> <li>• Secure classroom equipment, books, and materials.</li> <li>• Restore administrative and record-keeping functions such as payroll, accounting and personnel records.</li> <li>• Retrieve, collect, and maintain personnel data.</li> <li>• Provide account payable and cash management services.</li> </ul>
School Nurses/SSA	<ul style="list-style-type: none"> <li>• Establish academic and support services for students and staff/faculty.</li> <li>• Implement additional response and recovery activities according to established protocols.</li> </ul>
Director of Transportation/Principal/Food	<ul style="list-style-type: none"> <li>• Determine how transportation and food services will resume.</li> </ul>

## Beacon School Emergency Operations Plan Functional Annexes

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**III. SPECIFIC PROCEDURES****A. Activation and Relocation**

The Principal/School Decision-Maker will determine when to activate and implement COOP procedures and/or to relocate operations to an alternate site. Authority for activation may be delegated. The Principal/School Decision-Maker will activate COOP procedures whenever it is determined the school is not suitable for safe occupancy or functional operation. The district office will be notified and provided information and details regarding a relocation of operations.

**B. Alert, Notification, and Implementation Process**

The Principal/School Decision-Maker will activate the School EOP communication plan (telephone tree, cell phone, text message, hot-line, automated notification system, etc.) to notify students and school personnel of COOP activation and provide situation information, as available. Parents and/or guardians will also be alerted and notified of COOP activation and as important information becomes available.

**C. Relocation Sites**

The Principal/School Decision-Maker will identify relocation sites to maintain and/or restore operations and essential functions disrupted by an incident. Each school should have more than one potential relocation site. One site should be accessed by walking, if appropriate, and other site(s) by transportation services. Sites must have reliable logistical support, services, and infrastructure systems that can sustain operations for up to 30 days. Consideration should also be given to essential functions or services that can be conducted from a remote location in addition to a predetermined alternative facility.

**D. Alternate Facilities**

For estimated short-term (2-14 days) payroll and personnel operations, the alternative facility will be [identify name and location of the facility]. For a longer term relocation of operations and essential functions, alternative facilities are listed below:

Alternative Facility	Can replace this Primary Facility	Street Address	Contact Information
The SSA Building	Personnel/Admin Offices	99 Conant Road, The Plains	Cindy Rector
Morrison Gordon Elementary	Beacon School	793 W. Union Athens	Peggy McDowell
Home School Districts	Beacon School	various	various

## Beacon School Emergency Operations Plan Functional Annexes

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For the alternate facility, the essential resources, equipment, and software that will be necessary for resumption of operations at the site will be identified and plans developed for securing those resources. IT systems available at the site will need to be tested for compatibility with school's backup data.

### **E. Interoperable Communications/Backup Sites**

As noted above, the SSA building will be used as a temporary alternative site for short-term disruptions involving payroll and personnel actions.

With a longer term and/or more comprehensive incapacity of the building, alternative relocation sites have been identified as noted above.

At alternative site, the SSA Building, the lines and services for telephones and computers are maintained, protected, and backed up offsite by the district office. The hardware and physical lines are protected by the fire prevention, humidity controls, temperature controls, and electrical generating capacity of the building itself. The telephone lines will work even during power failures. The building also has a generator for emergency power. The main computer room housing the servers on the third floor is protected by an array of optimal controls such as halon fire prevention, humidity controls, large air conditioners, and temperature controls.

### **F. Vital Records and Retention File**

Vital records are archived and/or retained on backup data systems stored [identify offsite location and any important details, as appropriate]. Vital records are electronic and hard copy documents that are needed to support the essential functions and operations of a school, including legal and financial records, such as personnel and student records; payroll records; insurance records; and contract documents.

### **G. Human Capital Management**

School personnel responsible for essential functions should be cross-trained to ensure effective implementation of COOP procedures:

All COOP designated personnel as well as senior staff will undergo annual training on executing COOP procedures. Training will be designed to inform each participant of his/her responsibilities (and those of others) during implementation of COOP procedures. It is essential that all employees have a clear understanding of what they are supposed to do. Training should include specific protocols for identifying and assisting employees with disabilities. Designated COOP personnel will participate in exercises to test academic, physical, and business systems. Training will include testing the information

Beacon School Emergency Operations Plan Functional Annexes

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technology (IT) systems and backup data including testing of offsite backup system data and IT operating systems.

All school personnel need to be informed of when they are expected to be ready to go back to work and/or if they are being recalled to support school COOP efforts.

**H. Reconstitution**

In most instances of COOP implementation, reconstitution will be a reverse execution of those duties and procedures listed above, including:

Inform staff that the threat or incident no longer exists, and provide instructions for the resumption of normal operations.

Supervise an orderly return to the school building.

Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

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## DROP, COVER AND HOLD

### I. 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.

### II. RESPONSIBILITIES

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

### III. PROCEDURES

#### A. Indoor Procedure

When indoors, students/staff should:

Drop to the floor.

Cover by getting under a sturdy table, desk, or other 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 Principal/designee and/or when it is safe to do so, staff members will evacuate students to pre-assigned locations.

Note: Staff and students do not use the elevators to evacuate.

#### B. Outdoor Procedure

When outdoors, students/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 Principal/designee and/or when it is safe to do so, staff members will evacuate students to pre-assigned locations.

#### C. Moving Vehicle Procedure

When in a moving vehicle, drivers/staff should:

Stop as quickly as safety permits.

Instruct all students/staff to stay in the vehicle.

When it is safe to do so, proceed cautiously or evacuate the vehicle.

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## EVACUATION PROCEDURE

### I. PURPOSE

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

### II. RESPONSIBILITIES

#### A. Director of Facilities/Superintendent/Principal

Call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice the school has been evacuated.  
 Notify appropriate district staff that an evacuation of the school 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 or bullhorn. Make the following announcement:

YOUR ATTENTION, PLEASE. WE NEED TO EVACUATE THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA.

Determine evacuation routes based on 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 school by bell system, radio transmission, public address system, designated staff, or bull horn.

#### B. Teachers/Staff

Instruct students to exit the building using the designated emergency exit routes or as directed by the Principal. Emergency exit routes should be diagramed on the school 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 School Director of Facilities/Principal at the time of the emergency and the evacuation.  
 Help those needing special assistance.  
 Do not lock classroom doors when leaving, close door and turn off lights.

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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 visitors, staff or students while exiting.

Go to designated evacuation assembly area (minimum of 50 feet from building is required in fire evacuation and 300 feet from building for bomb threat, 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 students to the School Director of Facilities/Principal.

Wait for additional instructions.

**C. Office Staff**

Take visitor log and student sign out sheet to evacuation assembly area.

Gather headcount information from teachers and inform the Principal of any missing students or staff.

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## FAMILY REUNIFICATION

### I. PURPOSE

The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

### II. RESPONSIBILITIES

#### A. Director of Facilities/Principal

After consulting with an emergency Incident Commander (police, fire or other emergency official), if applicable, determine the appropriate pre-designated relocation site(s).

Follow pre-determined procedures for releasing students.

Notify a contact person at the relocation site(s) to prepare for arrival of students.

Designate a Reunification Site Commander.

Request the District Office to send personnel to staff the reunification site(s).

Follow pre-determined parental notification procedures such as phone trees, local media channels, automated alert system, cell or text messaging, etc.

#### B. Reunification Site Commander/Superintendent

Establish a command post.

Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.

Check identification of all non-uniformed personnel who arrive to assist.

Secure a holding area for arriving students 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 escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.

Set up a media staging area and notify the school media liaison of the location.

Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.

Only release students to authorized persons after checking proof of identity and signing a student release form.

Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

**C. Teachers**

Provide a list of evacuated students to the reunification site staff upon arrival. Ensure special needs students and staff are assisted. Request help if needed. Follow the instructions of the Reunification Site Commander or designated staff and/or assist in staffing the site.

**III. OTHER PROCEDURES**

Outline procedures for releasing students.  
Maintain current student and 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.

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## LOCKDOWN PROCEDURE

### I. 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.

### II. RESPONSIBILITIES

#### A. Principal

Make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

YOUR ATTENTION PLEASE. 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 school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.

Notify staff and classes outside to immediately move to the off-site assembly area(s), account for the students and be prepared to move to a relocation site. Notify the transportation director or contractual bus service to stop all inbound buses and redirect them to designated relocation site(s).  
Notify district office.

#### B. Teachers

Clear the hallway and bathrooms by your room, moving everyone into the classroom.

Lock your doors.

Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well.

Take attendance and be prepared to notify Director of Facilities of missing students or additional students, staff or guests sheltered in your classroom.

Do not place students in one location within the room. In the event that entry is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder.

Staff and students 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.

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Allow no one outside of the classroom until the Director of Facilities 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).

**C. Office Staff**

Stay by the phones to wait for additional procedures from district office and Incident Commander.

Remotely check status of classrooms via PA, telephone, computer, or other method.

Assist the principal or Director of Facilities to establish the school command post.

**D. Custodians**

Close and lock all delivery doors.

Direct any contractors, delivery drivers, vendors or repairmen located inside the building into a safe area and lock the door.

If students and school personnel are outside of the school building at the time of a LOCKDOWN, teachers or other school personnel will move students to the designated off-site assembly location.

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## MENTAL HEALTH AND HEALING

### I. PURPOSE

Mental health and healing procedures are developed to provide an emotional catharsis to students and staff impacted by trauma at school or in the community. Following a traumatic event or incident, students, 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 school community such as nurses and social workers should participate in the development, implementation, and evaluation of the School EOP as it relates to this annex. Additional advice may be sought from outside psychologists and mental health experts.

### II. RESPONSIBILITIES

#### A. Principal 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 learn 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.

Principal or designated staff should do the following immediately following a serious Injury or death and/or major incident:

Make an initial announcement to the entire school 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, students, and families.

Set up crisis centers and designate private rooms for private counseling and include outside mental health professionals and clergy to assist with grief.

Provide guidelines to and encourage teachers to facilitate class discussions about the incident and allow students to openly discuss feelings, fears and concerns shortly after the incident. Any students who are excessively distraught should be referred to the crisis response team for counseling.

Restore regular school functions as efficiently and as quickly as possible.

Accept donations. In the first hours and days after a major incident, offers of help will probably be plentiful; however, offers will diminish considerably as time passes. Donations given and not used can always be returned.

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Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

**B. Teacher and Staff**

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

**III. OTHER SPECIAL PROCEDURES**

**A. 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 school day, all students and staff should be excused from school.  
 Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident.  
 Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

**B. Post-Incident Procedures**

Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal 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 school board's consent.  
 Donate all remaining memorial items to charity.

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## REVERSE EVACUATION PROCEDURE

### I. 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 school building.

### II. RESPONSIBILITIES

#### A. School Director of Facilities/Principal

Order a REVERSE EVACUATION for students and staff outside to move inside the building. Use the building public address system, megaphone, 2-way radio, telephones or runners to gather students and staff inside.

Notify the district office of the situation.

Notify public safety by calling 911: police, fire and emergency services responders, as appropriate.

Designate staff to monitor radio, 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.

#### B. Teachers/Staff

Immediately move students back to classrooms or safe areas using the closest entry.

No students or staff should be outside the building.

Close and lock all exterior doors and windows.

If movement into the building would present a danger, teachers and staff outside will direct students to designated assembly areas or off-site assembly areas.

Teachers will take attendance and account for all students and report any missing students to the School Director of Facilities/Principal.

Wait for further instructions from the School Director of Facilities/Principal or from a public safety official.

Monitor the main entries until the "All Clear" is given.

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## SHELTER-IN-PLACE

### I. PURPOSE

The shelter-in-place procedure provides a refuge for students, staff and the public inside the school 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.

### II. RESPONSIBILITIES

#### A. School Director of Facilities/Principal

Make the following announcement using the building public address system, 2-way radio, telephone, or megaphone:

YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO AN INSIDE ROOM.

Order a REVERSE EVACUATION for students and staff outside to move inside the building. Use the building public address system, megaphone, 2-way radio, telephones or runners to gather staff and students inside.

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.

Notify district office the school is SHELTERING-IN-PLACE.

Designate staff to monitor radio, 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. Teachers

Move students 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 down and be ready to cover their heads to protect from debris, if appropriate.

If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.

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.

Beacon School Emergency Operations Plan Functional Annexes

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If movement into the building would expose persons to a hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.

Move students from mobile classrooms to an interior safe area in a permanent structure.

All persons must remain in the shelter until notified by the School Director of Facilities/Principal or public safety official that it is safe to exit.

**C. Maintenance**

Shut off utilities as directed by School Director of Facilities/Principal or public safety official

Turn off ventilation systems (heating, ventilation and air conditioning) as directed and if appropriate.

Post Shelter-in-Place cards at the primary entrances to the building(s), if appropriate and safe to do so, depending on the type of incident that is occurring. For example, such cards should not be used with an ACTIVE SHOOTER, INTRUDER or during an incident involving a person intent on violence known to be in the school building and not yet contained.

### HAZARD-AND-THREAT SPECIFIC ANNEXES

The hazard-and-threat specific annexes provide unique procedures, roles and responsibilities that apply to a specific hazard. They often include provisions and applications for warning the public and disseminating emergency public information.

Hazard- and threat-specific annexes do not repeat content but build on information in the functional annexes and basic plan. Repeating information is not advisable for the following reasons:

- School staff and students should learn and exercise simple procedures that apply to all hazards.

- The hazard-specific annexes should present only hazard-unique information.

- Repeating procedures increases the possibility that there will be inconsistencies in procedures that could lead to confusion during an incident.

- The plan becomes larger and more difficult for users to comprehend.

Schools should customize hazard-and-threat specific protocols to fit their unique circumstances. Planning, training, drills and table-top exercises conducted with local emergency and safety officials will assist in development of effective procedures and protocols. These activities will also help a school evaluate the appropriateness of the procedures in the plan, and assist with modifications or updating as necessary to ensure that the procedures are sufficient to provide a safe environment for students, staff and visitors.



**B. Teachers and Staff**

Initiate LOCKDOWN procedure if instructed by School Director of Facilities/ Principal or law enforcement Incident Commander.

If you are the first to note indication of an armed intruder, immediately CALL 911, then notify the School Director of Facilities/Principal and go to LOCKDOWN.

Gather information about your classroom's immediate situation. Account for all students or other individuals sheltered in your room.

Assess your ability to EVACUATE the building. If instructed, Young Adult, and Intermediate I and 2 should evacuate through restrooms to the south back door, EI and Preschool should evacuate through the recess door and go to the shelter house or side parking lot by the loading dock, Primary 1 and 2 should evacuate through the recess door and go immediately to Morrison Gordon School.

If there is no safe manner to EVACUATE the building, have students remain in LOCKDOWN until personally given the "All Clear" by the Director of Facilities or a law enforcement officer in uniform.

If an active shooter or intruder enters the classroom use WHATEVER means necessary to keep your students safe. This may include any and all forms of resistance to the threat.

If an intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) 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.

**III. OTHER PROCEDURES**

After the active shooter/intruder(s) has been subdued, the School Director of Facilities/ Principal in consultation with the law enforcement Incident Commander will announce an EVACUATION and relocation to an alternate site for FAMILY REUNIFICATION.

If staff or students are injured, emergency medical personnel will take control of the scene and direct services as appropriate.

The School Director of Facilities will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.

The School Director of Facilities will request bus transportation or alternate transportation to the relocation site.

The School Director of Facilities will activate the communications plan to deal with media and parent notification protocols, and direct parents to go to the relocation site.

Teachers will EVACUATE the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance and move to the buses for transport.

Beacon School Emergency Operations Plan Hazard- and Threat-Specific Annexes

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The School Incident Commander will activate the crisis response team and active MENTAL HEALTH AND HEALING procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site.

The School Incident Commander will debrief appropriate school personnel. The Superintendent or designee, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

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## BOMB THREAT

### I. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff, students and school property in the event of a communicated threat regarding the presence of destructive devices on school 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 school is a crime scene and will require a thorough search and processing.

### II. RESPONSIBILITIES

#### A. Staff Who Received a Message That a Bomb Has Been Placed in School

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 (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 closely to caller's voice and speech patterns and to noises in 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.

Press the Marc's Safety System button. Notify the Director of Facilities/Principal or designee and/or call 911.

#### B. School Director of Facilities/Principal

Notify law enforcement, fire and emergency services by calling 911 [insert the actual sequence to dial 911 from your phone system] if not already notified.

Assign staff to meet and brief emergency responder agencies.

Notify staff through the Public Address system:

YOUR ATTENTION PLEASE. A BUILDING EMERGENCY IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE. TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF.

If a suspicious item is located, determine if EVACUATION procedures should be activated, selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE THE FIRE ALARM. Or, determine if further response should await arrival of law enforcement and other emergency services. See subsection D below.

## Beacon School Emergency Operations Plan Hazard- and Threat-Specific Annexes

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If EVACUATION occurs, students and staff must be evacuated to a safe distance outside of school building(s) MINIMUM 1000 Feet is the general rule. [Consult with Fire and Police officials.]

Arrange for person who found a suspicious item to talk with law enforcement official.

Notify the Superintendent.

Active communications plan to inform parents, media, and community of incident as determined in consultation with law enforcement.

### **C. Teachers and staff**

Check classrooms, offices and work area for suspicious items and report any findings to the School Director of Facilities/Principal.

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 assembly area.

Open classroom windows and leave classroom doors open when exiting.

Take roll after being EVACUATED. Be prepared to report the names of any missing persons to school administration.

Keep students together at the assembly area until given further instructions.

Be prepared to go to off-site relocation if ordered.

If given the "All Clear" signal, return to the building and resume normal operations.

### **D. 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 who 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 School Director of Facilities / Principal determine if staff and students should be relocated to an alternative safe site.

If danger is over, notify staff and students of the termination of the emergency and to resume normal operations.

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## BUS ACCIDENT

### I. PURPOSE

School bus accidents may occur both within the geographic boundaries of the district or outside the district (field trips, interscholastic activities). While data continue to show that school buses are the single safest mode of travel between home and school, accidents can occur. The dynamics of traffic, exposure to weather conditions and limited adult supervision requires that drivers be well trained. Each bus should include a first-aid kit, fire extinguisher, flashlight and batteries, emergency warning devices (road flares and reflective devices, such as triangles and vests). The purposes of these procedures are to:

Provide a standardized approach in the management of school bus accidents.  
Provide emergency care, as appropriate for the incident, while making the most efficient use of available resources.

### II. RESPONSIBILITIES

#### A. Bus Driver

Call bus garage or appropriate school personnel by [radio or other established means per policy] and 911 emergency services (police, fire, ambulance), as required. Give exact location of accident, along with information about severity, injuries, and hazards, and resources needed.

Set parking brake, turn off ignition switch, and activate hazard lights.

Remain calm and reassure students and/or other passengers.

Be alert to the potential for, and check conditions that could cause a fire or other hazardous situation.

Use or deploy warning devices as appropriate.

Determine if evacuation of the bus is warranted. All passengers should remain in the bus unless fire or other hazardous condition exists requiring evacuation and/or relocation to safer location. It is extremely important that injured persons are not moved unless a hazard exists that presents an imminent danger of further injury.

Provide first-aid as needed.

Regularly update school or emergency personnel on situation and conditions.

If students/passengers are transferred to another location (hospital, shelters, another bus) record and report information, including who was transported and location, to bus garage or appropriate school personnel.

Protect the passengers and vehicle from further accident and injuries.

Protect the scene from traffic and people so that evidence is not destroyed.

Under normal circumstances, the vehicle(s) involved should not be moved until law enforcement personnel advise the driver to do so.

Cooperate with directions of emergency responders.

Complete an incident report after incident is resolved.

## Beacon School Emergency Operations Plan Hazard- and Threat-Specific Annexes

**B. Director of Transportation/Principal**

Dispatch appropriate transportation or other staff to the accident location.  
 Assess level of support or resources needed and make it available.  
 Obtain names of students/passengers, conditions, locations if removed from the site and report to district or other designated staff for instituting parental notifications and information sharing with media or other, as appropriate  
 Ensure that special health or medical information is provided to appropriate medical providers.  
 Instruct designated staff to accompany injured students to hospital, if needed.  
 Determine if FAMILY REUNIFICATION procedures should be activated.  
 Determine if MENTAL HEALTH AND HEALING procedures are needed.

**III. OTHER PROCEDURES OF GENERAL OPERATIONS**

- A. Emergency services agencies (police, fire, EMS), if called, will take charge of the accident scene upon their arrival. A school representative (the superintendent, principal or designated person with decision-making authority) will be dispatched to the accident scene (distance and time permitting)
- B. Communication with parents and child care providers is critical since a late school bus always arouses some anxiety. The Director of Facilities in charge of the incident will decide when the school can begin individual parental notification.
- C. All injured and potentially injured persons (as determined by EMS personnel) will be transported to area hospitals. The number of ambulances utilized and hospital destinations will be determined by the on-scene emergency services personnel. The following guide can be utilized to determine mode of transport:

<b>Triage</b>	<b>Priority</b>	<b>Mode of Transport</b>
Red	Immediate	Ambulance/Helicopter
Yellow	Delayed	Ambulance
Green	Walking Wounded	Bus or other
Black	Deceased	Coroner

**NOTE:** The responsibility for the determination of injuries and potential injuries for any person involved in the accident rests with the highest appropriately trained on-scene EMS personnel.

- D. If it has been determined by emergency response authorities at the scene that the accident is minor in nature (little or no damage to school bus, estimated forces involved suggest no mechanism for injury, no complaints, or signs of injury), every effort will be made to avoid unnecessary transport of the children to area hospitals. In that event, the school representative at the scene will have the option having custody and control of the children (under 18 years of age), to sign a release form declining hospital transport. The form

## Beacon School Emergency Operations Plan Hazard- and Threat-Specific Annexes

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utilized will list the names of all children that have been evaluated by EMS personnel, have been found to lack mechanism of injury, signs of injury, AND have no complaints of injury. The School will provide, for inclusion with this procedure, a list of individuals that have been granted the authority to act as the School's designee at the accident scene. No bus drivers are to be included on the list. In the event that a list has not been provided, the Incident Commander may verify the authority of any representative by contacting the appropriate school/district office. Anyone claiming to be the School designee but whose name is not included on the list, or whose authority cannot be verified, will not be permitted to sign the refusal. Any child not listed on the release form will be transported to a hospital for further evaluation.

- E. In the event that the School representative signs the release form for all passengers on the bus at the time of the accident, a driver and school bus not involved in the accident will be dispatched to the scene to continue the student transportation.
- F. In the event that the School representative is, for any reason, unable to sign the release form or if there is greater potential for mechanism of injury, all passengers will be transported to the closest appropriate hospital(s) for further evaluation. Anyone not requiring an ambulance will be transported in the following manner:

A driver and school bus, which was not involved in the accident, will be dispatched to the scene on the request of the Director of Facilities and School.

EMS personnel, with at least one or more EMTs, will be placed on the bus with the passengers and an ambulance will follow the bus to the hospital. In the event that a passenger's condition suddenly deteriorates, the bus will be stopped, the passenger will receive emergency care and will be placed in the ambulance for further care and transport to the hospital. The bus will then continue to the hospital with the remainder of the passengers.

Additional ambulance(s) may be assigned to the bus based on need and available resources.

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## CHEMICAL OR HAZARDOUS MATERIALS SPILL

### I. PURPOSE

Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around a school. 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/students and school property in case of a chemical or hazardous materials spill.

### II. SPECIFIC SCHOOL INFORMATION

Currently, all chemicals on the premises have SDS sheets. The school's maintenance team, custodian or designated staff inspects stored chemicals twice a month. The school siren acts as a warning system to notify staff/faculty and students of a hazardous condition. Decontamination equipment is located in the locker room showers and personal protective equipment are located throughout the building .

Beacon School is aware of the following conditions in the surrounding community that could subject the school to a chemical or hazardous materials spill [list the conditions from the hazards assessment in the basic plan].

The School Director of Facilities/Principal will determine if and when the following operational functions or procedures may be activated in the event of an external chemical or hazardous spill:

- Continuity of Operations (COOP).
- 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.
- Medical Emergency.
- Mental Health and Healing.

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## II. RESPONSIBILITIES

### A. Procedures for an External Chemical or Hazardous Spill

The Principal will determine the need to activate the School EOP and designate a School Director of Facilities 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 Director of Facilities.

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

#### 1. School Director of Facilities/Principal

Call 911 and notify local law enforcement and emergency responders.

Determine what procedures should be activated, such as a REVERSE EVACUATION and SHELTER-IN-PLACE, or evacuate to buses; contacting the bus garage for pick up.

Notify maintenance/building, custodial, and grounds staff to shut off mechanical ventilating systems, if appropriate.

Take appropriate action to safeguard school property.

Notify appropriate school personnel (Superintendent/Policy Group) of the status and actions taken and keep them updated of any significant changes.

Activate internal and external communications plan.

Monitor radio, television, Internet, and/or other means of information and report any developments to the Director of Facilities.

If it is determined that conditions warrant an EVACUATION, issue instructions for relocating to a safer location by means of walking, buses 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 students/school has relocated and institute FAMILIY REUNIFICATION procedures, if needed.

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 after the threat has passed.

Determine whether school will be closed or remain open.

Implement additional procedures as instructed by the School and/or emergency Incident Commander.

Document all actions taken.

#### 2. Teachers and Staff

Move students away from immediate vicinity of danger.

Implement REVERSE EVACUATION if students are outside; observe wind direction by observing flags or leaves and move students appropriately.

Execute SHELTER-IN-PLACE when instructed by the Director of Facilities.

Remain with students throughout the incident.

## Beacon School Emergency Operations Plan Hazard- and Threat-Specific Annexes

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Report any missing or injured students to the Director of Facilities.  
 Remain in safe area until the “All Clear” signal has been issued.  
 In the event of building damage, evacuate students to safer 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 taken.

**B. Procedures for an Internal Chemical or Hazardous Spill**

The Principal will determine the need to activate the School EOP and designate a School 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 school.

**1. Person Discovering the Spill**

Alert others in immediate area and leave the area.  
 Close windows and doors and restrict access to affected area.  
 Notify Principal/teacher/safety officer or call 911, if appropriate.  
 Do not attempt to clean the spill.  
 Seek first-aid if contact with spill occurs.

**2. Incident Commander Actions**

Notify the local fire department and local/state departments of public health.  
 Provide the following information:  
     School name and address, including nearest cross street(s).  
     Location of the spill and/or materials released; name of substance, if known.  
     Characteristics of 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 maintenance/building/custodial and grounds staff to shut off mechanical ventilating systems, as appropriate.  
 Notify the Principal, Superintendent/Policy Group of the status and actions taken, and keep them updated of any significant changes.  
 Activate internal and external communications plan.  
 Issue instruction if students will be evacuated to a safer location by means of walking, buses and cars.

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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 school will be closed or remain open.

Document all actions taken.

### **3. Teachers and Staff**

Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in danger zone.

Report location and type (if known) of the hazardous material to 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 natural or propane gas leak or odor is detected, evacuate immediately and notify the Principal/Incident Commander.

Take class roster, first-aid kit and any other supplies or resources relevant to the incident.

Check that all students have left the building. Students are not to be left unattended at any time during EVACUATION.

Upon arrival at evacuation site take attendance. Notify Incident Commander or designee of any missing or injured students.

Remain with students throughout the incident.

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.

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## EXPLOSION

### I. PURPOSE

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

- Continuity of Operations (COOP).
- Evacuation.
- Family Reunification.
- Medical Emergency.
- Mental Health and Healing.

Any staff, student or visitor discovering an explosion will activate the fire alarm, report the explosion to the Principal, and call 911 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.

### II. RESPONSIBILITIES

#### A. Director of Facilities/Principal

Call 911 [insert the actual sequence to dial 9-1-1 from your phone system] to confirm the alarm, identify the school name and location, provide exact location of the explosion, if any staff or students are injured and inform emergency services (police and fire) the building is being evacuated and identify the location of the school command post.

Activate an EVACUATION.

Ensure that staff, students and visitors 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, student sign-out sheet and the critical incident response documents, information, items, supplies to the designated school command post.

Designate staff to obtain student roll from teachers and identify any missing students.

If safe and appropriate to do so, direct designated staff to shut off utilities.

Notify and provide regular updates to staff and students of the status of the emergency.

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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 plan to return to the building and resumption of normal operations.

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 after the threat has passed.

## **B. Teachers**

Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students 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 students with functional needs.

Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.

Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the Principal and/or emergency Director of Facilities at the scene.

Keep class together and wait for further instructions.

Remain in safe area until the “All Clear” signal has been issued.

Be prepared to move students if an off-site relocation is ordered.

Be prepared to move the students if the situation warrants it.

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

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## FIRE

### I. PURPOSE

Beacon School has a policy and procedures governing fire drills and conducts fire drills as required by law. All staff are trained on how to respond in the event of a fire.

Any staff discovering fire or smoke will activate the fire alarm, and report the fire to the Principal, or call 911 if conditions require and/or injured are in need of medical assistance.

Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

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

Once an emergency Incident Commander arrives (fire department), it is critical to follow the instructions of, and cooperate with, the Director of Facilities who has jurisdiction at the scene.

### II. RESPONSIBILITIES

#### A. Director of Facilities/Principal

Call or direct staff to call 911 to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, if any staff or students are injured, state the building is being evacuated and identify the location of the school command post.

Activate an EVACUATION.

Ensure that staff, students and visitors 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 fire.

Notify the district office and institute communications plan.

Direct office staff to take the visitor log, student sign-out sheet and the critical incident response documents, floor plans, information, items, supplies to the designated school command post.

Designate staff to obtain student roll from teachers and identify any missing students.

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 plan to return to the building and resumption of normal operations.

Do not allow staff and students to return to the building until the fire department or emergency Incident Commander with jurisdiction over the scene has determined that it is safe to do so and given the "All Clear".

Notify staff of the status of the emergency, if they can return to the building and when normal operations can resume.

**B. Teachers**

Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students 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 students with functional needs.

Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.

Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the Principal and/or emergency Incident Commander at the scene.

Keep class together and wait for further instructions.

Remain in safe area until the "All Clear" signal has been issued.

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

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## FLOOD

### I. PURPOSE

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

The [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 school community via radio, television, Internet, and telephone. In the event of a flood, the Principal/ School Director of Facilities will activate the School EOP.

The school siren acts as a warning system to notify staff/faculty and students 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:

- Continuity of Operations (COOP).
- Evacuation.
- Family Reunification.
- Mental Health and Healing.
- Medical Emergency.
- Reverse Evacuation.
- Shelter-in-Place (if safe to do so and evacuation without external assistance is not possible).

### II. RESPONSIBILITIES

#### A. Principal/School Director of Facilities.

Review circumstance 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 911 [insert the actual sequence to dial 9-1-1 from your phone system] 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.

Delegate a search team to ensure that all students have been located and/or evacuated.

Activate internal and external communications plan.

Designate staff to monitor radio, Internet, and media for flood information and report any developments.

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Update staff, administration, and emergency responders of any significant changes in operations or conditions.

Issue transportation instruction if students will be evacuated to a safer location by means of buses and cars.

Notify the Superintendent/Policy Group of the status and action taken.

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 school property.

Determine if school will be closed or remain open.

Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

Document all actions taken.

**B. Teachers and Staff**

Execute evacuation procedures when instructed by the Principal or Director of Facilities.

Take the class roster and first-aid kit and any other supplies or resources relevant to the incident.

Take attendance before leaving the classroom.

Lead students 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 students with functional needs.

Remain with students throughout the evacuation process.

Upon arrival at the assembly site, take attendance. Report any missing or injured students to the Director of Facilities.

Do not return to the school building until it has been inspected and determined safe by proper authorities.

Document all actions taken.

**C. Bus Drivers**

If evacuation is by bus, do not drive through flooded streets and/or roads.

Do not attempt to cross bridges, overpasses, or tunnels that may be damaged by flooding.

If caught in an unavoidable situation, seek higher ground immediately. If the bus stalls and water is rising abandon the bus and seek higher ground before the situation worsens.

Use two-way radios to communicate with the Principal/ School Incident and/or emergency Director of Facilities.

Document all actions taken.

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## INTRUDER/HOSTAGE

### I. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event an unknown person (intruder) is found on school grounds or in the school building and in the event of a hostage situation. It is critical that all staff know how to handle coming into contact with an unknown person who may be an intruder with violent intent on school property, and what to do in a hostage situation.

If the incident involving an intruder or 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.

### II. RESPONSIBILITIES

#### A. All Staff Should Be Trained to Take Action When an Unauthorized Person Enters School Property.

If time permits, notify the Principal/ School Director of Facilities follow their instruction.

If staff member approaches unknown person/intruder, ask another staff person to accompany and assist.

Politely greet person/intruder and identify yourself.

Ask person/intruder the purpose of his/her visit.

Inform person /intruder that all visitors must register at the main office; direct and accompany him/her to the office.

If person/intruder's purpose is not legitimate, ask him/her to leave.

Accompany intruder to exit.

If unknown person/intruder refuses to leave:

Do not antagonize the person/intruder and explain consequences of staying on school property.

Walk away from person/intruder if he/she indicates a potential for violence.

Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package).

Maintain visual contact with intruder from a safe distance.

Notify SRO, and School Director of Facilities/Principal or call 911 and alert law enforcement. Give law enforcement full description of intruder. (Keep intruder unaware of call for help if possible).

School Director of Facilities/Principal notifies Superintendent and may issue LOCKDOWN or other appropriate procedures, depending on conditions, and/or as instructed by law enforcement.

#### B. A Hostage Situation Involves One or More Persons Being Held Against Their Will by One or More Individuals. The Goal Is To Ensure Safety of Students.

**Staff and Others at the School and Prevent the Hostage(s) Being Moved Away From the School. All Staff Should be Aware of What to do in the Event of a Hostage Situation.**

If hostage taker is unaware of your presence, do not intervene.  
Notify the Principal/School Director of Facilities, School Resource Officer, or call 911 if unable to reach school authorities.

If school personnel or students are taken hostage:

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

**C. Principal/School Director of Facilities**

Call 9-1-1 immediately [insert the actual sequence to call 9-1-1 from your phone system]. Give dispatcher details of situation; description and number of intruders, exact location in the building and that the school is in LOCKDOWN or taking other action if appropriate (such as EVACUATION if hostage taker has a bomb). Ask for assistance from hostage negotiation team.

Announce LOCKDOWN or other procedure if conditions warrant.  
Ensure staff outside are notified of the situation and to move students away from the building to the outside assembly areas.  
Isolate the area and try to determine if weapons are involved, if possible.  
Redirect any buses en-route to the school to an alternate location.  
Notify Superintendent and activate communications plan.  
Give control of scene to police and hostage negotiation team.  
Ensure detailed notes of events are taken.

**D. Teachers and Staff**

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

**III. OTHER PROCEDURES (that may be activated depending on conditions)**

Active Shooter.  
Evacuation.  
Family Reunification.  
Medical Emergency.  
Mental Health and Healing.

Shelter-in-Place.

**MEDICAL EMERGENCY****I. PURPOSE**

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.

**II. RESPONSIBILITIES****A. School Staff**

Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).

Immediately notify the School Director of Facilities/Principal.

Assess the seriousness of the injury or illness.

Call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).

Protect yourself against contact with body fluids (blood borne 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.

**B. School Director of Facilities/ Principal**

Direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders.

Send school 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 injured person is a member of school personnel or a student, notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported.

Ensure student or staff medical information from administrative records is sent to the hospital.

Notify the school counselor or crisis response team and provide a brief description of the incident.

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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## SEVERE WEATHER

### I. PURPOSE

The purpose of this annex is to have procedures in place when a Severe Weather Watch or Warning has been issued in the area near the school.

### II. RESPONSIBILITIES

#### A. School Director of Facilities/ Principal

When a Severe Weather Watch has been issued.

Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).

Bring all persons inside building(s).

Be prepared to move students from mobile classrooms into the building.

Close windows and blinds.

Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.

Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.

Review “DROP COVER and HOLD” procedures with students.

Assign support staff to monitor all entrances and weather conditions.

When Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school.

Announce SHELTER-IN-PLACE alert signal.

Direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.

Ensure that students are in “DROP, COVER and HOLD” positions until the danger passes.

Direct students and staff outside to REVERSE EVACUATE into the building.

If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.

Relocate students and staff from any mobile classrooms in to the building.

Remain in safe area until warning expires or until emergency personnel have issued an “All-Clear”.

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## TERRORISM ANNEX

### I. Purpose

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event of a terrorist threat. School administrators will be notified of terrorist threats through either of the following means:

A National Terrorism Advisory System (NTAS) alert from US Department of Homeland Security.

Directly by a 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 weapon (explosives, small arms, etc.) attacks and hostage situations.

Schools 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. Schools should also expect that extensive media coverage, strong public fear and international implications and consequences to continue for a prolonged period.

Schools 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 school officials will work with the Local Police Department and/or Sheriff’s Office and agree to open or close schools.

### II. RESPONSIBILITIES

#### A. School Officials

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

The Superintendent will start the phone tree to contact district staff. If school is in session, immediately notify building administrators and designated school officials.

If an alert is issued before or after school hours, normal school operations will cease, and will remain closed until advised by the designated school officials

Beacon School Emergency Operations Plan Hazard- and Threat-Specific Annexes

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to reopen. All school activities and events scheduled will be cancelled until further notice.

If Alert is issued during school hours, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the designated school officials. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities will be cancelled, unless otherwise advised by the designated school officials.

The designated school 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 order to coordinate the release of students.

In the event of an actual terrorist attack schools 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).

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## ATTACHMENT A

### Model School Floor Plans

Provided by the Ohio Facilities Construction Commission

The Ohio Facilities Construction Commission, under guidance from the Ohio Attorney General's School Safety Taskforce, has prepared the Model School Floor Plans to help guide schools in developing and submitting floor plans that best meet the needs of emergency responders during an incident. You should print the materials in Attachment A on legal sized paper (8.5 x 14) for better viewing.

**Page 1:** Page one of the Model School Floor Plans represents the best example of what a finished school floor plan should look like when it is submitted to the Ohio Attorney General's Office, for inclusion in OHLEG. The floor plan meets all of the specifications set forth in the Floor Plan Checklist, provided in the Emergency Operations Plan developed by the Ohio Attorney General's School Safety Taskforce.

**Page 2:** Page two is an example of a blank floor plan, which should be readily obtainable by the school district. This blank floor plan can be customized to meet the requested specifications using the symbols and/or stickers provided on pages four – six of this Attachment A.

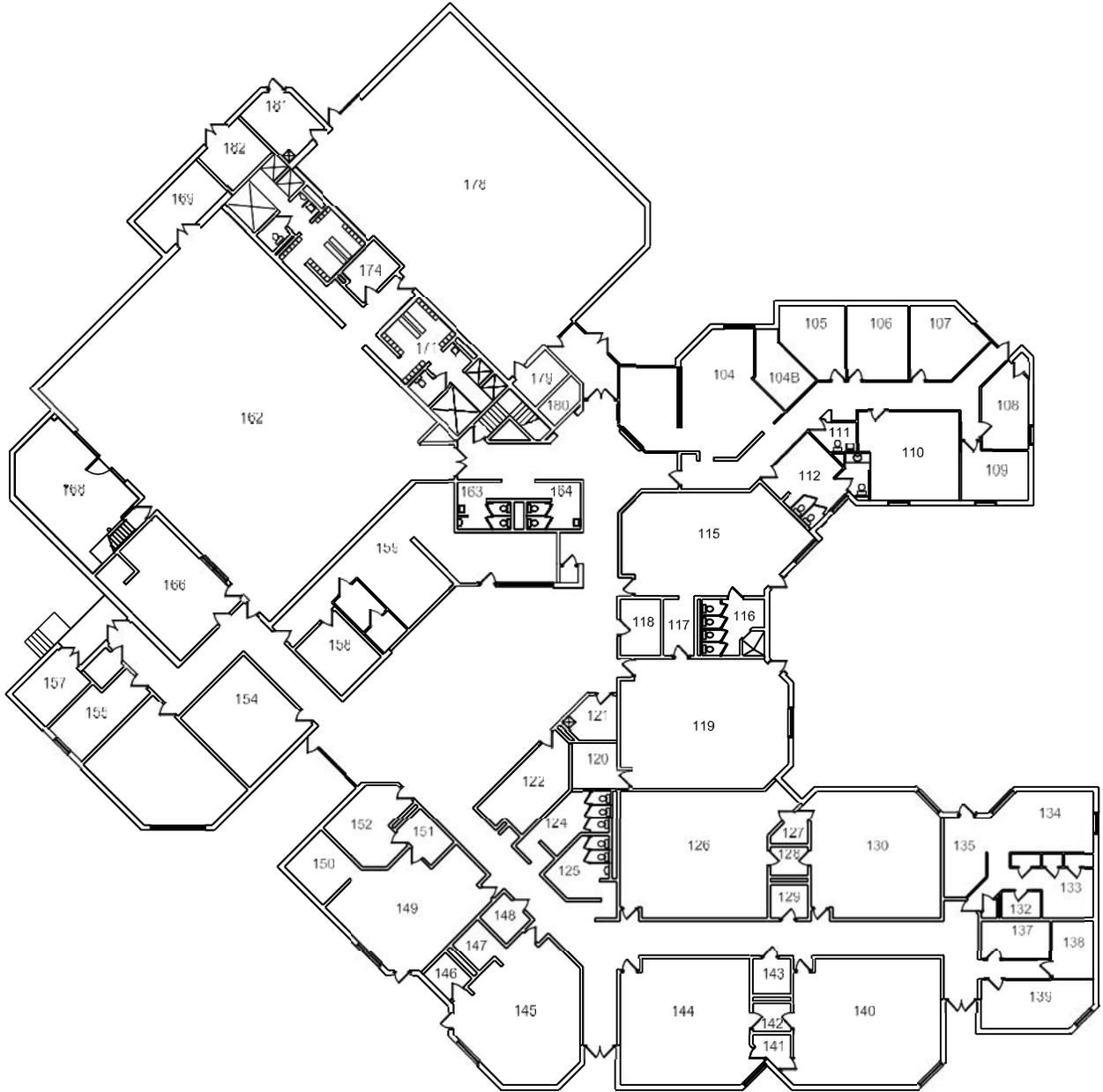
**Page 3:** Page three is also a blank floor plan, but is showing shaded corridors. Corridors on some floor plans may be shaded in CAD drawings provided by the school district's architecture firm.

**Page 4:** Page four provides the Legend Key recommended for use in developing school floor plans. These legends can be printed on clear label sheets, cut to size and be affixed to the blank floor plans referenced on pages two and three.

**Page 5:** Page five provides the symbols used to mark the school floor plans, as specified in the Legend Key. These symbols can be printed on clear label sheets, cut to size and be affixed to the blank floor plans to mark the key areas of the floor plans.

**Page 6:** Page six provides room numbers that can be used to mark the rooms shown in the floor plans. These symbols can be printed on clear label sheets, cut to size and be affixed to the blank floor plans to mark the rooms located on the floor plans.

NOTE: School officials are encouraged to review their School Floor Plans against the Floor Plan Checklist provided in the Emergency Operations Plan. The completed checklist should be submitted to the Ohio Attorney General's Office along with the documents, for review and inclusion in OHLEG. Floor plans submitted to the Ohio Attorney General's Office by hard copy must be printed on paper smaller than 11 X 17.



**ATTACHMENT B****School Emergency Operations Plan (EOP) Development & Review Checklist**

School: \_\_\_Beacon School\_\_\_\_\_

Date of Review: \_\_1/20/16\_\_\_\_\_ Reviewer: \_\_Principal/Director of Facilities\_\_\_\_\_

**Base Plan**

Provides an overview of the School's emergency program and the ability to prepare for, respond to, and recover from disasters/emergencies.

**A. Introductory Material**

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Emergency First Responder Information	5	
School floor plans	6/7	
Signatory page	8	
Table of Contents - outlines the plan's format, major sections/key elements, chapters, and charts/attachments/ diagrams.	9	
Plan Development and Review Checklist - reflects current plan content and location information.	5	

**B. Purpose, Situation Overview, and Assumptions - Explains the plan's intent, who it involves, and why it was developed.**

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Purpose - describes the purpose for developing and maintaining the EOP.	14	
Scope - explains that the plan provides guidelines and procedures for dealing with incidents through a basic plan and functional and hazard-specific annexes.	10	

Coordination with Emergency First Responders – Describes coordination and cooperation with first responders and outside agencies to develop the plan and any mutual aid agreements.	27	
Situation Overview - describes where school population information is kept and provides relevant building information	28	
Hazard Analysis Summary - Identifies and describes the hazards (natural, technological, public health, and man-made) that pose a unique risk to the school and that would create a need to activate this plan.	12	
Planning Assumptions - identifies what the planning team assumes to be facts for planning purposes in order to make it possible to execute the EOP.	14	

**C. Concept of Operations** - Explains the decision maker's or leader's intent with regard to an operation, and how the school accomplishes a mission or set of objectives in order to reach a desired end-state.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describes who has the authority to activate the plan.	26	
Describes the responsibilities of school officials until an emergency responders arrive	27	

**D. Organization and Assignment of Responsibilities** - Overview of the key functions that school staff and local agencies will accomplish to support the school during an emergency.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Outlines the responsibilities assigned to each individual or organization that has an emergency response and/or recovery assignment of responsibility in the plan. Include school Principal or building administrator, teachers, instructional assistants, counselors, school nurse, custodian/maintenance staff, administrative/office staff, food service	26	

staff, bus drivers, students, parents and guardians, and other staff as applicable.		
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**E. Direction, Control, and Coordination** - describes the framework for all direction, control, and coordination activities.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describes the school’s coordination systems and processes used during an emergency.	27	
Assigns staff to serve within the School Incident Command System based on their expertise and training and the needs of the incident.	41	
Identifies and describes mutual aid agreements that are in place. Identifies and briefly summarizes who is covered by the agreement, for what goods or services, and what limitations apply if any. <b>(Notes:</b> The actual agreements should not be included in the plan. Mutual aid may be addressed separately in each section of the EOP if it helps to better explain how a mutual aid agreement directly supports a specific function.)	21	

**F. Communications** - the system for providing reliable and effective communications among responders and the school during an emergency.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describes the framework for communicating internally and externally. Providing communications support and how the jurisdiction’s communications network integrates with the regional or national disaster communications network.		
Internal communications should include:		
a. Communicating with staff and faculty members	28	
b. Communicating with the school district office	28	

External communications should include:		
a. Communicating with parents	29	
b. Communicating with first responders	27	
c. Communicating with media	29	
Describes the school's framework for addressing rumors.	29	
Describes the school's framework for addressing communicating the recovery process.	28	
Describes the school's communications tools.	30	

**G. Recovery After an Incident** - describes the procedures for restoration of the school's educational programs after an incident

<b>Standard Minimum Planning Elements</b>	<b>Plan Location: Section &amp; Page</b>	<b>Comments</b>
Describes the process for evaluating recovery needs and preparing to provide for post-incident educational and recovery needs.	31	

**H. Administration, Finance, and Logistics** - describes administrative, finance, and logistic actions during an emergency.

<b>Standard Minimum Planning Elements</b>	<b>Plan Location: Section &amp; Page</b>	<b>Comments</b>
Administration - describes the administrative actions used during an emergency operation, including requests for assistance from outside agencies		
Describes the following record keeping activities	32	
– Administrative controls	32	
– Activity logs	32	
– Incident costs	32	
– Preservation of records	33	

**I. Plan Development and Maintenance** - describes the process used to regularly review and update the EOP.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describes the process used to develop the plan including the role of support agencies in the process.		
Describes the process used to disseminate the plan including record of changes and record of distribution.		
Describes the process for plan review and revision.		
Describes the process for training and exercising the plan.		

### Functional and Hazard Specific Annexes

Annexes that contain detailed descriptions of the methods the school follows for critical operational functions or specific hazards during emergency operations. These functional and hazard-specific annexes are optional but should be included if a specific function or functions require special planning consideration. Any hazards identified during the hazard analysis should be addressed in a hazard-specific annex. Functional and hazard-specific annexes should be organized in the same manner as the base EOP.

A. \_\_\_\_\_ (insert function or hazard name) (repeat as necessary to include all annexes)

**Purpose & Responsibilities** – Explains the annex intent and the responsibilities of school staff.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
i. Purpose - describes the purpose for developing and maintaining the Annex.	39	
ii. Responsibilities/Procedures - describes responsibilities of the school Director of Facilities/principal, key planning teams/leaders, teachers, and other staff.	39	

**EXHIBIT 10**

**AGREEMENT FOR SALLY BIANCONE  
AS INDEPENDENT CONTRACTOR FOR EXECUTIVE ASSISTANT TO SUPERINTENDENT**

**AGREEMENT** made this 8<sup>th</sup> day of February, 2016 between the Athens County Board of Developmental Disabilities of 801 West Union Street, Athens, OH, hereinafter referred to as the “Board” and Sally Biancone.

**THEREFORE**, the Board hereby engages the services of Sally Biancone, and in consideration of the mutual promises herein contained, the parties agree as follows:

**TERM**

This agreement shall be for the period of February 15, 2016 and April 1<sup>st</sup> 2016 and may be terminated by either party by giving thirty (30) days written notice to the other party, however that in the event of default, the Board may terminate this contract immediately upon delivery of written notice to the last known address.

The following events shall constitute default:

- a. Nonperformance of any terms, covenants, performance standards, or conditions of this contract.

**CIVIL RIGHTS**

Acceptance of this contract of authorization is evidence of intent to comply with Title VI and VII of the 1964 Civil Rights Act and Section 504 of the rehabilitation Act which prohibits discrimination because of RACE, COLOR, NATIONAL ORIGIN, HADICAP, AGE, SEX, AND/OR RELIGION, in an facet of your operation except where such discrimination is a bona fide, documented business necessity.

**RELATIONSHIP OF PARTIES**

Sally Biancone shall for all purposes be treated as an independent contractor of the Board and not as an employee, agency, or servant. Nothing in this Agreement shall be construed to make Sally Biancone an employee, agent, or servant of the Board. Sally Biancone will not be eligible for employee benefits, including but not limited to health insurance. The Board has an interest only in the results to be achieved, and the conduct and control of the services to be provided will lie solely with Sally Biancone.

**SERVICES**

Sally Biancone will provide support to the superintendent and the Board as the Executive Assistant during the phase-out of the current Executive Assistant (Stephanie Howell), and the hiring/training of her replacement (to be determined). Sally will complete the job tasks according to the Executive Assistant Job Description (Attachment A).

In addition, Sally will provide support to the project coordinator on the following projects already underway:

- 2016 Disabilities Awareness Festival.
- Athens News annual publication.
- What's Your Story (daily website updates).

#### **DOCUMENTATION**

Sally will document her hours daily on Board timesheet (Attachment B), and submit the original, signed document to the superintendent weekly.

#### **FEE**

For services to be rendered under this agreement, Sally Biancone shall be paid a rate of \$25.00 per hour for services delivered weekly, not to exceed 40 hours per week.

This contract shall not exceed the amount approved by the Board.

#### **ENTIRE AGREEMENT**

This agreement supersedes any and all other agreements either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this agreement that is not contained herein shall be valid or binding.

#### **ASSIGNMENT**

Neither this agreement nor any duties or obligations hereunder shall be assignable by Sally Biancone to which the Board has consented, the assignee or legal representative shall agree in writing with the Board to personally assume, perform, and be bound by the covenants, obligation, and agreements contained herein.

#### **SUCCESSORS AND ASSIGNS**

Subject to the provision regarding assignment, this agreement shall be binding on the heirs, executors, administrators, legal representatives, successors, and assigns of the respective parties.

#### **GOVERNING LAW**

The validity of this agreement and any of its terms or provisions, as well as the rights and duties of parties hereunder, shall be governed by the laws of the State of Ohio.

#### **AMENDMENT**

This agreement may be amended only by the mutual agreement of the parties hereto in writing to be attached to and incorporated into this agreement.

**AGREEMENT FOR SALLY BIANCONE  
PAGE 2**

#### **LEGAL CONSTRUCTION**

In the event that any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision and this agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained herein.

Also, in the event the Board consents to or waives the breach or any provisions or covenants of this agreement, such waiver shall not constitute a waiver of such provision or covenant in the future. The Board shall not be stopped from later enforcing any provision or covenant it may have previously waived or elected not to enforce; nor shall such waiver have any effect on the enforcement of any other provision.

**TERMINATION**

Either party may terminate this contract for any cause by giving written notice by regular United States Mail to the other party thirty (30) days prior to the said termination date. In the event either party terminates this contract all obligations, covenants, agreements, provisions, terms, and conditions of said contract are null and void.

\_\_\_\_\_  
Sally Biancone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax ID/SSN

\_\_\_\_\_  
Kevin Davis, Superintendent  
Athens County Board of DD

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Keller J. Blackburn  
Athens County Prosecuting Attorney

\_\_\_\_\_  
Date

**EXHIBIT 10A**

Revised 02/18/16 4:51 PM

POSITION		Athens County Board of Developmental Disabilities		AGENCY Athens County Board of DD	
DESCRIPTION				DIVISION OR INSTITUTION Administration	
				UNIT OR OFFICE Board Office	
<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change			COUNTY OF EMPLOYMENT Athens		
Usual Working Title of Position Executive Assistant			Position No. and Title of Immediate Supervisor Superintendent		
Normal Working Hours (Explain unusual or rotating shift) Monday - Friday, 40 hours/week, 8:00 AM - 4:30 PM					
Job Description and Work Characteristics					
%	Job Duties			Minimum Acceptable Characteristics	
65%	<p>This is a specialized administrative position as the confidential Executive Secretary to the Board Superintendent and provides information and support to the seven member governing board. This position assists the executive staff, county officials, and the general public in complying with all board policies, therein, supporting the rights of all individuals served by our Board. Provides direct support to the Superintendent and other managers in the administration of Medicaid and non-Medicaid services.</p> <p>Responsible for completing, organizing, analyzing, and tracking all executive and administrative duties of the Superintendent. These include preparing a variety of complex and confidential materials to include, but not limited to, the Superintendent's correspondence, annual reports, charts, statistical tables, from either minimal oral or written instructions. Does preliminary work on special assignments or projects involving gathering, interpreting and/or summarizing data, and preparing formal drafts/finals. Requires high-level tact, interpersonal, negotiating, analytical, leadership and judgment skills to interact with a wide scope of contacts inside and outside the organization. Must be capable of handling multiple tasks and maintain complete organization of those tasks and record for him/herself, for the Superintendent and for those who may require or receive or provide information to the Superintendent's office. Responsible for recording, preparing, and distributing meeting minutes for the Board or various meetings attended or chaired by the Superintendent, including monthly Management meetings and public stakeholder meetings. Prepares, compiles and distributes informational packets for the monthly Board meetings and Board Committee meetings, which include contracts, resolutions, financial information, and other information. Responsible for tracking planning and making recommendations to the Superintendent regarding Board agenda items. Maintains, files and ensures scanning of all ABCDD Board meeting minutes and records. Responsible for preparing, obtaining Prosecuting Attorney approval, tracking and executing all contracts before/after Board approval. Responsible for all administrative duties concerning the Board Members and their responsibilities.</p>			<p>High School diploma. Minimum of 3 years experience as an administrative assistant or secretary. Experience using computers and computer programs including word processing, spreadsheet, and database programs. Experience working with minimal supervision. Experience maintaining record keeping systems. Experience using office equipment such as computers, typewriters, dictation equipment, and calculators. Experience handling confidential information. Satisfactory BCI check.</p> <p>Preferred Qualifications:</p>	
15%	<p>Composes from rough notes and prepares draft and final version information approved by the Superintendent for distribution to county government officials and staff such as the Annual Plan, external advertisement ads in the newspapers to the general public for holding public hearings. Ensures continuity of tasks to keep the organization in compliance with all plans and policies. Often required to work from minimal basic information that he/she must expand into formal format. Handles distribution of incoming and outgoing mail. Handles a wide variety of telephone calls on behalf of the preliminary contact with all visitors, county officials, board members and the general public. Responsible for maintaining updated spreadsheet records or certification credits for Board members, typing and maintaining annual Board reports to the State either by mail, fax, or internet. Keeps Board information current and retrieves State Administrative Rules, bulletins, etc. Maintains confidentiality at all times in all matters relating to the DD mission statement. Keyboards, proofs, copies and maintains all Board policies and procedures; indexes, master files and letters for distribution to staff for Board Administrative, Personnel and Health/Safety Policy Manuals. Maintains a wide variety of computerized records on spreadsheet and word processing format. Must be knowledgeable in office software to serve as a resource for other staff to answer questions and give guidance of the software used. Attends union negotiation meetings. Revises, maintains and distributes union contracts.</p>			<p>Associates Degree in Business Administration, Management or equivalent. Minimum of 3 years experience as an administrative assistant. Expert level experience using word processing, database, and spreadsheet software. Experience creating complex yet organized filing systems.</p>	

**EXHIBIT 10A**

Revised 02/18/16 4:51 PM

<p>15%</p>	<p>Maintains, prepares, and distributes a monthly calendar for administrative staff. Prepares and distributes a monthly newsletter for all employees and stakeholders. Prepares, maintains and distributes facility use calendar for Beacon School. Serves as a member of the ACBDD Public Relations Committee. Prepares, compiles and oversees printing of Annual Report, newspaper special edition publications, PR brochures, serves as media contact on many public relation events. Responsible for an updated database for contract employees. Types, distributes, and compiles results of Staff Satisfaction Surveys and Community Survey for final compilation in the Annual Plan. Stays informed and knowledgeable on the Ohio Revised Code, the Ohio Department of DD Administrative Rules and OACB policies and procedures.</p>	
<p>5%</p>	<p>Performs other related duties as assigned. Provides leadership role to peers as to procedure, business style and efficiency.</p>	

**WORK CONDITIONS** – The majority of work hours are spent at 801 West Union St. Working conditions may exist that are not such as normally exist in the occupation of a public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior. As necessary, the employee shall comply with safety rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders through the utilization of protective equipment and decontamination techniques.  
**Probationary period - 365 days.**

<p>List Position Numbers and Class Titles of positions supervised. If more than eight, list totals only.</p>	<p>_____                  SIGNATURE OF SUPERINTENDENT <span style="float: right;">DATE</span></p>
	<p>_____                  SIGNATURE OF EMPLOYEE <span style="float: right;">DATE</span></p>

**EXHIBIT 10B  
INDEPENDENT CONTRACTOR TIME SHEET**

**ACBDD  
801 West Union Street  
Athens, OH 45701  
Phone: 740.594.3539  
Fax: 740-593-3189**

**Work Site: Beacon School**

**Worker's Name: Sally Biancone**

**Week Ending: (date)**

	Date	Time In	Time Out	Time of Lunch	Total Hours	Staff Initials	Comments
<b>Saturday</b>							
<b>Sunday</b>							
<b>Monday</b>							
<b>Tuesday</b>							
<b>Wednesday</b>							
<b>Thursday</b>							
<b>Friday</b>							

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Worker's Signature

\_\_\_\_\_  
Date

**Please give completed time sheet to Superintendent or email to [kdavis@athenscbdd.org](mailto:kdavis@athenscbdd.org) by the close of day each Friday.**

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

Effective Date: January 1,2015

Termination Date: December 31,2015

This contractual agreement is entered into by the Athens County Board of Developmental Disabilities, hereinafter referred to as the "Board" and Atco, Inc. hereinafter referred to as "Atco". In consideration of mutual promises herein contained, the parties agree to develop a comprehensive service program for adults, within Athens County, who are or developmentally disabled. ATCO, Inc. provides Pre-Vocational, Work Activity, Supportive Work, Work Evaluation, Work Adjustment, and Supported Employment Services.

The following agreement by and between the Athens County Board of Developmental Disabilities and the Atco, Inc. Board shall be in effect as adopted by the Board at the meeting, and the 10/21/2015 Atco, Inc. Board meeting.

\_\_\_\_\_  
Chairperson, Athens County Board of DD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Operations/Administration Specialist  
Atco, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Atco, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent,  
Athens County Board of DD

\_\_\_\_\_  
Date

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

Description of Services

Whereas, the Athens County Board of Developmental Disabilities, henceforth known as "the Board", is authorized under provisions specified in Section 5126.05 of the Ohio Revised Code, to enter into contract with other such Boards and with public or private non-profit or profit-making agencies or organizations of the same or another county, to provide the facilities, programs, and services authorized or required, upon such terms as may be agreeable, and in accordance with Chapter 3323 and 5126 of the Code and rules adopted thereunder, hereby enters into a contract with Atco, Inc., referred to herein as "ATCO" in accordance with the articles specified herein.

**ARTICLE I  
Requirements**

Atco shall:

- A. Agree to operate businesses that employ adults with disabilities.
- B. Agree to comply with the Rules and Regulations established by the Ohio Department of DD effective December 15, 1983, and any subsequent amendments or additions.
- C. Maintain and collect all necessary records established by the Board, the Ohio Department of DD, the United States Department of Labor, and the Internal Revenue Service.
- D. Allow the Board, following due notice, to examine, inspect, and review Atco's operations, programs, and finances.
- E. Include in invoices for payment only those services set forth in the approved contractual agreement.
- F. Actively pursue grants, donations, and other payments to enhance habilitative opportunities for consumers.
- G. Advise the Board in advance of any significant fund raising campaigns.
- H. Cooperate with the Board to recruit and promote financial support.
- I. Operate as a professional business according to standard business practice.
- J. Cooperate with other private and public agencies to assure coordination with state, city, and county education, health and welfare planning.
- K. Acknowledge its funding and contractual agreement with the Board including the words "A Contract Agency of the Athens County Board of DD" on pamphlets and public relations material for non-business purposes.
- L. Agree to comply with the U. S. Department of Labor Rules and Regulations and pay its employees a commensurate wage.
- M. Keep in force Worker's Compensation Insurance for its employees.
- N. Make available to the Board, upon request, a statement of purpose and goals.
- O. Ensure that all personnel who are assigned to perform services under this Agreement are in compliance with the minimum qualification standards as set forth in "Atco, Inc. Employee Orientation Checklist" as shown in Attachment B to this Agreement, and shall provide proof of such compliance prior to any employees beginning to perform service, under this agreement.
- P. Follow the policy and procedure of the ACBDD in regards to reporting and filing unusual and major unusual incidents.
- Q. ATCO will provide marketing and workshop production services for the Passion Works program.
- R. ATCO will serve as the fiscal agent for activities of the Passion Works program.
- S. ATCO will employ the necessary staff or contract for supervision and staff to perform its responsibilities under this contract.
- T. ATCO, as a subcontractor, will provide employees that are DODD certified or registered employees and provide documentation of activities for Medicaid billing as instructed by the Athens County Board of DD.

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

- U. Atco agrees that it has read the ACBDD contract with the Ohio Department of Developmental Disabilities (DODD), and, as a condition of its participation in the Title XX program, Atco hereby understands and agrees to adhere to all of the terms and conditions applicable to the ACBDD set forth in DODD contract.

**ARTICLE II**

The Athens County DD shall:

- A. Employ staff, certified/registered, to provide managerial oversight, supervision, and training of consumers.
- B. Provide facilities for activities in A to be completed.
- C. Provide facilities which meet or exceed all State of Ohio or federal standards for sheltered workshops and/or work activity centers.
- D. Provide basic materials and supplies for the general operation of the program including equipment modification.
- E. Be responsible for facility maintenance and repair.
- F. Provide transportation for habilitation-related activities.
- G. The Board shall be responsible for transportation for all consumers enrolled in adult services at the Atco facility. Additional transportation to other work sites shall be at the discretion of the Board.
- H. Provide casualty and liability insurance for business products, property and Atco's Management and Board.

**ARTICLE III**

Period of Performance and Termination

Performance of this contract agreement shall begin on January 1, 2016 and shall not extend beyond December 31, 2014, unless the period is extended by amendment of the contract.

This contract may be terminated by either party with thirty (30) days written notice by Certified Mail, Return Receipt Requested. The failure of either party to notify the other within thirty (30) days of the expiration date of this Contract, shall cause the contract to automatically extend itself for one (1) year.

**ARTICLE IV**

Payment

Services will be purchased from Atco as to amounts outlined in Appendix A.

**ARTICLE V**

Contract Modifications

This contract is subject to modification of its articles and appendices. The following procedure shall be followed when requesting a modification of the contractual agreement.

Either Board submits written modification request to the other explaining the circumstances, justification, and impact and shall convey it via written notice by Certified Mail, Return Receipt Requested. The request shall be acted upon within 30 days by the respective parties. Additions, deletions, and/or changes are subject to the approval of the respective boards.

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

**ARTICLE VI  
Reporting**

Atco, Inc. will provide the Board an annual fiscal report and regular Atco board reports providing updates of employment opportunities for individuals with disabilities.

**ARTICLE VII  
Audit**

Atco will provide to the Board an annual audited financial statement prepared by an independent licensed public accountant or a certified public accountant.

The Board reserves the right to request an independent audit of Atco by an accounting firm of the **Board's** choosing.

**ARTICLE VIII  
Non-Discrimination**

Atco as an agency or service provider in this contract with the Athens County Board of Developmental Disabilities shall act in a non-discriminatory manner both as an employer and as a service provider. Further, they shall act without regard to the race, color, national origin, religion, age, sex, or disability. Failure of any contractor to adhere to this may result in the termination of the contract by the Board.

**ARTICLE IX  
Records**

Atco shall agree to comply with all federal, state, and local laws pertaining to disclosure of confidential information including provision of the Ohio Revised Code, Section 1347.

**ARTICLE X  
Ownership of Assets**

All materials and equipment purchased with Board funds for use by ATCO under this contract shall be the property of the Board. Should the contract be terminated or not renewed, all Board-purchased materials, equipment, and assets shall be **returned to** the Board.

**ARTICLE XI  
Public Information Coordination**

Atco and the Board will cooperate with the news media to enhance the knowledge of the public concerning developmental disabilities services and concepts. To coordinate this effort, ATCO shall:

- A. Release information to news media regarding programming and developmental disabilities concepts.
- B. Copies of such news releases shall be forwarded to the Superintendent.
- C. Communicate with Superintendent significant issues raised by media or public information programs when relevant to ATCO.

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

**Appendix A**

ATCO will invoice the Board monthly for the following services:

<b>BEACON CAFETERIA ASSISTANTS:</b>	Reimburse at a rate of 100% per hour for actual hours of work, not to exceed \$3,000.
<b>WORKSHOP SERVICES</b>	The Board will reimburse Atco, Inc. monthly 50% of its cost for those hours in which production assistance is required. The Board will reimburse Atco for 50% for other services, including marketing and restructuring costs to provide consumers new work opportunities. Total billable is not to exceed \$30,000. Subject to increase for possible new consumer work opportunities at Atco facility.
<b>JOB COACHING:</b>	Atco shall provide job coaching services as requested by the Board not to exceed \$100,000. Requests are to be authorized by the Board's Personnel Plus Director.
<b>TRAINING WAGES:</b>	The Board agrees to compensate for consumer job sampling wages not to exceed \$35,000. Atco will submit, with the monthly invoice, names of the individuals to whom the wages paid and the number of hours worked.
<b>JANITORIAL SERVICES:</b>	Atco will provide janitorial services to the Board buildings, reimbursable at 100% of cost, not to exceed \$36,000
<b>PASSION WORKS ART PROGRAMMING:</b>	Two days of art programming \$45,000 per year for artist and supplies.
<b>ATCO SCANNING POSITIONS:</b>	The Board agrees to reimburse Atco, Inc 100% of cost of consumers scanning jobs. Not to exceed \$30,000 per year.

**Total Contracted Services: \$279,000**

\_\_\_\_\_  
Chair ACBDD

\_\_\_\_\_  
Chair, Atco Inc

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Laurie Gregg  
Atco, Inc Business Manager

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

**Apendix B  
Operating Expenditures**

The Board shall be responsible for habilitative costs incurred in the delivery of services to adults with disabilities. Atco shall have the responsibility for paying all direct operating costs related to the business of Atco. For expenses purchased by Atco but reimbursable by the Board, Atco will follow Board purchase order procedure. All costs for which reimbursement is requested will be evidenced by a purchase order copy. For shared expenditure items between Atco and the Board, Atco will submit monthly billing to the Board for reimbursement, along with supportive documentation assuring the nature of the expenditure.

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

**Appendix C**

**Atco, Inc. Employee Orientation Checklist**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Completed:

**Date By**

- \_\_\_\_\_ \_\_\_\_\_ Confidentiality Pledge signed
- \_\_\_\_\_ \_\_\_\_\_ "Ethics is Everybody's Business form, signed
- \_\_\_\_\_ \_\_\_\_\_ Consumer Bill of Rights for Individuals with Developmental Disabilities, signed
- \_\_\_\_\_ \_\_\_\_\_ Obtain copies of required certifications/diplomas
- \_\_\_\_\_ \_\_\_\_\_ BCI/FBI form and fingerprints
- \_\_\_\_\_ \_\_\_\_\_ Blood Borne Pathogens/Universal Precautions Training
- \_\_\_\_\_ \_\_\_\_\_ Hazardous Chemical Awareness Training
- \_\_\_\_\_ \_\_\_\_\_ Hepatitis B Immunization Training
- \_\_\_\_\_ \_\_\_\_\_ Current TB test completed (within 90 days of employment)
- \_\_\_\_\_ \_\_\_\_\_ Unusual Incident / Major Unusual Incident Training
- \_\_\_\_\_ \_\_\_\_\_ Driver's Abstract (if applicable)
- \_\_\_\_\_ \_\_\_\_\_ Verification of auto insurance, if required to drive
- \_\_\_\_\_ \_\_\_\_\_ Abuse Registry checked – confirmed employee not on list
- \_\_\_\_\_ \_\_\_\_\_ Notify Atco within 14 days if formally charged, convicted, or plead guilty to any offense listed in OAC 5123:2-1-05 (F) (1) to (F) (4).
- \_\_\_\_\_ \_\_\_\_\_ Review and discussion of ATCO Personnel Policies and Procedures Manual

**Employment papers:**

- \_\_\_\_\_ \_\_\_\_\_ Application
- \_\_\_\_\_ \_\_\_\_\_ W-4 federal withholding
- \_\_\_\_\_ \_\_\_\_\_ State of Ohio Withholding form
- \_\_\_\_\_ \_\_\_\_\_ I-9 (Employment Eligibility Verification—federal) requires examination of original Social Security card and valid driver's license, or other documents as indicated.
- \_\_\_\_\_ \_\_\_\_\_ Payroll Data Form (Atco Form No. 67) – (supervisor shall complete)
- \_\_\_\_\_ \_\_\_\_\_ Receipt of Atco's Personal and Procedures Manual form
- \_\_\_\_\_ \_\_\_\_\_ Athens County School Tax form
- \_\_\_\_\_ \_\_\_\_\_ Orientation specific to job duties: See Attached

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

**Appendix D**

The following is an expected outcome for contract year 2016

1. Increase employment opportunities for consumers in order to replace reduced pen sales.

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

Effective Date: January 1,2015

Termination Date: December 31,2015

This contractual agreement is entered into by the Athens County Board of Developmental Disabilities, hereinafter referred to as the "Board" and Atco, Inc. hereinafter referred to as "Atco". In consideration of mutual promises herein contained, the parties agree to develop a comprehensive service program for adults, within Athens County, who are or developmentally disabled. ATCO, Inc. provides Pre-Vocational, Work Activity, Supportive Work, Work Evaluation, Work Adjustment, and Supported Employment Services.

The following agreement by and between the Athens County Board of Developmental Disabilities and the Atco, Inc. Board shall be in effect as adopted by the Board at the 10/23/2014 meeting, and the 10/21/2015 Atco, Inc. Board meeting.

\_\_\_\_\_  
Chairperson, Athens County Board of DD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Operations/Administration Specialist  
Atco, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Atco, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent,  
Athens County Board of DD

\_\_\_\_\_  
Date

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

Description of Services

Whereas, the Athens County Board of Developmental Disabilities, henceforth known as "the Board", is authorized under provisions specified in Section 5126.05 of the Ohio Revised Code, to enter into contract with other such Boards and with public or private non-profit or profit-making agencies or organizations of the same or another county, to provide the facilities, programs, and services authorized or required, upon such terms as may be agreeable, and in accordance with Chapter 3323 and 5126 of the Code and rules adopted thereunder, hereby enters into a contract with Atco, Inc., referred to herein as "ATCO" in accordance with the articles specified herein.

**ARTICLE I  
Requirements**

Atco shall:

- A. Agree to operate businesses that employ adults with disabilities.
- B. Agree to comply with the Rules and Regulations established by the Ohio Department of DD effective December 15, 1983, and any subsequent amendments or additions.
- C. Maintain and collect all necessary records established by the Board, the Ohio Department of DD, the United States Department of Labor, and the Internal Revenue Service.
- D. Allow the Board, following due notice, to examine, inspect, and review Atco's operations, programs, and finances.
- E. Include in invoices for payment only those services set forth in the approved contractual agreement.
- F. Actively pursue grants, donations, and other payments to enhance habilitative opportunities for consumers.
- G. Advise the Board in advance of any significant fund raising campaigns.
- H. Cooperate with the Board to recruit and promote financial support.
- I. Operate as a professional business according to standard business practice.
- J. Cooperate with other private and public agencies to assure coordination with state, city, and county education, health and welfare planning.
- K. Acknowledge its funding and contractual agreement with the Board including the words "A Contract Agency of the Athens County Board of DD" on pamphlets and public relations material for non-business purposes.
- L. Agree to comply with the U. S. Department of Labor Rules and Regulations and pay its employees a commensurate wage.
- M. Keep in force Worker's Compensation Insurance for its employees.
- N. Make available to the Board, upon request, a statement of purpose and goals.
- O. Ensure that all personnel who are assigned to perform services under this Agreement are in compliance with the minimum qualification standards as set forth in "Atco, Inc. Employee Orientation Checklist" as shown in Attachment B to this Agreement, and shall provide proof of such compliance prior to any employees beginning to perform service, under this agreement.
- P. Follow the policy and procedure of the ACBDD in regards to reporting and filing unusual and major unusual incidents.
- Q. ATCO will provide marketing and workshop production services for the Passion Works program.
- R. ATCO will serve as the fiscal agent for activities of the Passion Works program.
- S. ATCO will employ the necessary staff or contract for supervision and staff to perform its responsibilities under this contract.
- T. ATCO, as a subcontractor, will provide employees that are DODD certified or registered employees and provide documentation of activities for Medicaid billing as instructed by the Athens County Board of DD.

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

- U. Atco agrees that it has read the ACBDD contract with the Ohio Department of Developmental Disabilities (DODD), and, as a condition of its participation in the Title XX program, Atco hereby understands and agrees to adhere to all of the terms and conditions applicable to the ACBDD set forth in DODD contract.

**ARTICLE II**

The Athens County DD shall:

- A. Employ staff, certified/registered, to provide managerial oversight, supervision, and training of consumers.
- B. Provide facilities for activities in A to be completed.
- C. Provide facilities which meet or exceed all State of Ohio or federal standards for sheltered workshops and/or work activity centers.
- D. Provide basic materials and supplies for the general operation of the program including equipment modification.
- E. Be responsible for facility maintenance and repair.
- F. Provide transportation for habilitation-related activities.
- G. The Board shall be responsible for transportation for all consumers enrolled in adult services at the Atco facility. Additional transportation to other work sites shall be at the discretion of the Board.
- H. Provide casualty and liability insurance for business products, property and Atco's Management and Board.

**ARTICLE III**

Period of Performance and Termination

Performance of this contract agreement shall begin on January 1, 2016 and shall not extend beyond December 31, 2014, unless the period is extended by amendment of the contract.

This contract may be terminated by either party with thirty (30) days written notice by Certified Mail, Return Receipt Requested. The failure of either party to notify the other within thirty (30) days of the expiration date of this Contract, shall cause the contract to automatically extend itself for one (1) year.

**ARTICLE IV**

Payment

Services will be purchased from Atco as to amounts outlined in Appendix A.

**ARTICLE V**

Contract Modifications

This contract is subject to modification of its articles and appendices. The following procedure shall be followed when requesting a modification of the contractual agreement.

Either Board submits written modification request to the other explaining the circumstances, justification, and impact and shall convey it via written notice by Certified Mail, Return Receipt Requested. The request shall be acted upon within 30 days by the respective parties. Additions, deletions, and/or changes are subject to the approval of the respective boards.

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

**ARTICLE VI  
Reporting**

Atco, Inc. will provide the Board an annual fiscal report and regular Atco board reports providing updates of employment opportunities for individuals with disabilities.

**ARTICLE VII  
Audit**

Atco will provide to the Board an annual audited financial statement prepared by an independent licensed public accountant or a certified public accountant.

The Board reserves the right to request an independent audit of Atco by an accounting firm of the **Board's** choosing.

**ARTICLE VIII  
Non-Discrimination**

Atco as an agency or service provider in this contract with the Athens County Board of Developmental Disabilities shall act in a non-discriminatory manner both as an employer and as a service provider. Further, they shall act without regard to the race, color, national origin, religion, age, sex, or disability. Failure of any contractor to adhere to this may result in the termination of the contract by the Board.

**ARTICLE IX  
Records**

Atco shall agree to comply with all federal, state, and local laws pertaining to disclosure of confidential information including provision of the Ohio Revised Code, Section 1347.

**ARTICLE X  
Ownership of Assets**

All materials and equipment purchased with Board funds for use by ATCO under this contract shall be the property of the Board. Should the contract be terminated or not renewed, all Board-purchased materials, equipment, and assets shall be **returned to** the Board.

**ARTICLE XI  
Public Information Coordination**

Atco and the Board will cooperate with the news media to enhance the knowledge of the public concerning developmental disabilities services and concepts. To coordinate this effort, ATCO shall:

- A. Release information to news media regarding programming and developmental disabilities concepts.
- B. Copies of such news releases shall be forwarded to the Superintendent.
- C. Communicate with Superintendent significant issues raised by media or public information programs when relevant to ATCO.

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

**Appendix A**

ATCO will invoice the Board monthly for the following services:

- BEACON CAFETERIA ASSISTANTS:** Reimburse at a rate of 100% per hour for actual hours of work, not to exceed \$3,000.
- WORKSHOP SERVICES** The Board will reimburse Atco, Inc. monthly 50% of its cost for those hours in which production assistance is required. The Board will reimburse Atco for 50% for other services, including marketing and restructuring costs to provide consumers new work opportunities. Total billable is not to exceed \$30,000. Subject to increase for possible new consumer work opportunities at Atco facility.
- JOB COACHING:** Atco shall provide job coaching services as requested by the Board not to exceed \$100,000. Requests are to be authorized by the Board's Personnel *Plus* Director.
- TRAINING WAGES:** The Board agrees to compensate for consumer job sampling wages not to exceed \$35,000. Atco will submit, with the monthly invoice, names of the individuals to whom the wages paid and the number of hours worked.
- JANITORIAL SERVICES:** Atco will provide janitorial services to the Board buildings, reimbursable at 100% of cost, not to exceed \$36,000
- PASSION WORKS ART PROGRAMMING:** Two days of art programming ~~\$40,000~~ \$45,000 per year for artist and supplies.
- ATCO SCANNING POSITIONS:** The Board agrees to reimburse Atco, Inc 100% of cost of consumers scanning jobs. Not to exceed \$30,000 per year.

**Total Contracted Services: \$279,000**

\_\_\_\_\_  
Chair ACBDD

\_\_\_\_\_  
Chair, Atco Inc

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Laurie Gregg  
Atco, Inc Business Manager

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

**Apendix B  
Operating Expenditures**

The Board shall be responsible for habilitative costs incurred in the delivery of services to adults with disabilities. Atco shall have the responsibility for paying all direct operating costs related to the business of Atco. For expenses purchased by Atco but reimbursable by the Board, Atco will follow Board purchase order procedure. All costs for which reimbursement is requested will be evidenced by a purchase order copy. For shared expenditure items between Atco and the Board, Atco will submit monthly billing to the Board for reimbursement, along with supportive documentation assuring the nature of the expenditure.

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

**Appendix C**

**Atco, Inc. Employee Orientation Checklist**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Completed:

**Date By**

- \_\_\_\_\_ \_\_\_\_\_ Confidentiality Pledge signed
- \_\_\_\_\_ \_\_\_\_\_ "Ethics is Everybody's Business form, signed
- \_\_\_\_\_ \_\_\_\_\_ Consumer Bill of Rights for Individuals with Developmental Disabilities, signed
- \_\_\_\_\_ \_\_\_\_\_ Obtain copies of required certifications/diplomas
- \_\_\_\_\_ \_\_\_\_\_ BCI/FBI form and fingerprints
- \_\_\_\_\_ \_\_\_\_\_ Blood Borne Pathogens/Universal Precautions Training
- \_\_\_\_\_ \_\_\_\_\_ Hazardous Chemical Awareness Training
- \_\_\_\_\_ \_\_\_\_\_ Hepatitis B Immunization Training
- \_\_\_\_\_ \_\_\_\_\_ Current TB test completed (within 90 days of employment)
- \_\_\_\_\_ \_\_\_\_\_ Unusual Incident / Major Unusual Incident Training
- \_\_\_\_\_ \_\_\_\_\_ Driver's Abstract (if applicable)
- \_\_\_\_\_ \_\_\_\_\_ Verification of auto insurance, if required to drive
- \_\_\_\_\_ \_\_\_\_\_ Abuse Registry checked – confirmed employee not on list
- \_\_\_\_\_ \_\_\_\_\_ Notify Atco within 14 days if formally charged, convicted, or plead guilty to any offense listed in OAC 5123:2-1-05 (F) (1) to (F) (4).
- \_\_\_\_\_ \_\_\_\_\_ Review and discussion of ATCO Personnel Policies and Procedures Manual

**Employment papers:**

- \_\_\_\_\_ \_\_\_\_\_ Application
- \_\_\_\_\_ \_\_\_\_\_ W-4 federal withholding
- \_\_\_\_\_ \_\_\_\_\_ State of Ohio Withholding form
- \_\_\_\_\_ \_\_\_\_\_ I-9 (Employment Eligibility Verification—federal) requires examination of original Social Security card and valid driver's license, or other documents as indicated.
- \_\_\_\_\_ \_\_\_\_\_ Payroll Data Form (Atco Form No. 67) – (supervisor shall complete)
- \_\_\_\_\_ \_\_\_\_\_ Receipt of Atco's Personal and Procedures Manual form
- \_\_\_\_\_ \_\_\_\_\_ Athens County School Tax form
- \_\_\_\_\_ \_\_\_\_\_ Orientation specific to job duties: See Attached

**ATHENS COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
Agency Contract with ATCO, INC.**

**Appendix D**

The following is an expected outcome for contract year 2016

1. Increase employment opportunities for consumers in order to replace reduced pen sales.

**EXHIBIT 12**  
**AMENDED CONTRACT FOR SENSORY INTEGRATION SERVICES**  
**ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

I. PREAMBLE

This is a contract between the Athens County Board of Developmental Disabilities, (hereinafter "ACBDD") and Marsha Willan (hereinafter "Contractor").

II. PURPOSE

The purpose of this agreement is to establish payment from ACBDD for sensory evaluations, sensory integration, staff consulting, and staff professional development as needed from the Contractor according to the terms outlined herein.

III. OBLIGATIONS AND RESPONSIBILITIES OF THE CONTRACTOR & ACBDD

The Contractor will provide sensory integration services for ACBDD. Contractor agrees that services will be delivered by a certified sensory integration consultant. These services will include sensory evaluations, integration, staff consulting, and staff professional development. These services will be delivered in accordance with the policies and procedures of the ACBDD.

The Contractor will provide his/her own professional liability insurance and will be exempt from ACBDD's professional liability coverage.

Contractor agrees that all information and records obtained in the course of providing services to ACBDD shall be managed in accordance with confidentiality and disclosure provisions of applicable Federal and State statutes and regulations.

Contractor shall have access to, and use of, all ACBDD therapy equipment available at the premises that Contractor determines can be effectively utilized in professional development and training services provided by Contractor. All such equipment shall be and remain the property of ACBDD during and at the termination of this contract.

Unless otherwise stated, the services will be available on the premises of ACBDD. Services will be performed without discrimination on the basis of age, sex, race, color, religion, disability, or national origin.

Contractor will be solely responsible for its wages, compensation, and employee benefits. The Contractor shall at all times perform as an independent contractor exempt from employee benefits and workers' compensation.

IV. PAYMENT METHODOLOGY

Contractor shall submit an invoice for payment to ACBDD on a monthly basis for services provided. Payment to the Contractor is due within thirty (30) days of receipt of invoice by ACBDD.

ACBDD agrees to reimburse Contractor at a rate of \$55.00 per hour for sensory evaluation and integration services, as well as Physical Therapy supervision over a licensed Physical Therapy Assistant, as billed by Contractor, for up to 50 hours at Beacon School and ATCO per contract year. The Contractor's time will be documented by log sheets and billings will be submitted monthly for services rendered. Billing will reflect actual service time.

ACBDD does not discriminate in providing services on the basis or county of origin of residence, place of residence, race, color, creed, national origin, sex, age, sources of payment(s), or handicap.

EXHIBIT 12

All contracted services and service documentation shall be subject to ODHS, DODD, and federal review.

VI. FURTHER TERMS

- A. Agreement to be Bound: The parties agree to be bound by all the terms of this contract including the Preamble thereto.
- B. Term: This contract shall be effective January 15, 2016 through June 30, 2016 unless extended, modified or terminated as hereinafter provided.
- C. Termination: This contract may be terminated prior to the expiration of the term hereof as follows:
  - 1. Termination by Agreement: In the event the Contractor and ACBDD shall in writing mutually agree to terminate this contract, this contract shall be terminated on the terms and on the date stipulated therein.
  - 2. Termination for Good Cause: Both parties hereby agree to attempt to settle disputes over obligations set forth in this contract as reasonably and promptly as possible; however, this agreement can be terminated by either party for cause provided that either party provide contract written notice to the other party of the defaults that are claimed to have occurred and give that party thirty (30) days within which to cure such defaults. In the event that the defaults are not cured within the thirty (30) day period, notice in writing shall be given to the defaulting party and this contract shall terminate ten (10) days from the date of such notice.
- D. Amendment; Modifications; Extensions: This contract may be amended, modified, or extended by the mutual agreement of the parties hereto in a written amendment or addendum to be attached to and incorporated thereby into this contract.
- E. Entire Contract: This contract supersedes other agreements and contracts.
- F. Assignment: Neither party shall assign any rights or obligations under this contract without the written consent of the other party.
- G. Governing Law: The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Ohio.
- H. Legal Construction: In the event that any one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision and this contract shall be construed as if the invalid, illegal, or unenforceable provision had never been contained herein.
- I. Signature Indicates Authorization: The below individuals state that they have been duly and lawfully authorized to sign this contract and to bind by their signature the ACBDD or Contractor, as the case may be:

Kevin Davis, Superintendent  
Athens County Board of DD

Marsha Willan  
Contractor

J. SIGNATURES:

\_\_\_\_\_  
Kevin Davis, Superintendent

\_\_\_\_\_  
Marsha Willan, Contractor

EXHIBIT 12

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Keller Blackburn, Athens Co. Pros. Attorney / Date

**EXHIBIT 13**

Athens County Board of DD		AGENCY Athens County Board of DD
<p><b>POSITION</b></p> <p><b>DESCRIPTION</b></p>	DIVISION OR INSTITUTION	
	UNIT OR OFFICE Administrative Office	
	COUNTY OF EMPLOYMENT Athens	
<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change		Position No. and Title of Immediate Supervisor Service & Supports Director
Usual Working Title of Position Service and Support Administration Specialist		
Normal Working Hours (Explain unusual or rotating shift) Monday - Friday, 40 hours; on-call rotation, flexible schedule		
Job Description and Work Characteristics		
%	Job Duties	Minimum Acceptable Characteristics
75%	<p>Conduct Eligibility Determination for county board services and Home and Community-Based Service waivers (HCBS); assess service and support needs that promote the person’s rights, self-determination, physical well-being, emotional well-being, material wellbeing, personal development, interpersonal relationships, and social inclusion. Review/revise ISP at least every 12 months and more frequently as appropriate as requested by team members, change in assessed needs, situation, status changes, change in provider, type of service or supports, when trends and patterns of unusual incidents (UI) or major unusual incidents (MUI) exist. Explain to the individual available alternative services, the individual’s due process and appeal rights, and the individual’s right to choose any qualified and willing provider. Establish and recommend for and obtain approval of the budget for services based on the assessed needs and the individual’s preferred ways of meeting those needs. Assist individuals with selecting providers. Assist individuals to work with providers to resolve concerns involving a provider or direct support staff assigned to work with the individual. Secure commitments from providers to support the individual in achieving his/her desired outcomes. Establish and maintain contact with natural supports as frequently as necessary to ensure that natural supports are available and meeting desired outcomes as stated in the ISP. Facilitate effective communication and coordination among the individual and their team members ensuring that all team members have a current copy of the ISP. Send a copy of the ISP to the individual, guardian, and provider at least 15 calendar days prior to implementation.</p> <p>Provide written notification and explanation of their rights to a Medicaid State Hearing if their ISP results in a recommendation for the approval, reduction, denial or termination of HCBS waiver services, or other Medicaid services. Facilitate team discussion to develop preventative measures to mediate any immediate concerns regarding the individual’s health and welfare regarding a UI/MUI. Conduct individualized continuous monitoring/review process, specifying the scope and frequency of reviews in the ISP. Refer a provider for a Provider Compliance Review when the monitoring process indicates that the</p>	<p>Bachelor's degree from accredited college or university in Human Services or related field. Meet requirements or credentials to obtain DODD Service and Support Administration certification.</p> <p>2 years of experience in field of DD preferred. Knowledge of other social service agencies preferred, skill in preparing accurate and concise reports and records. Ability to work with a variety of professionals to develop the ISP, while remaining the primary service coordinator for the SL and/or waiver recipient.</p> <p>Knowledge of data collection, analysis and understanding of fiscal issues related to waivers and SL services.</p> <p>Valid Ohio driver's license, and an acceptable driving record for agency insurance carrier</p> <p>Must be able to work a flexible schedule to meet needs of individuals served.</p>







**EXHIBIT 16**

Athens County Board of DD		AGENCY
<b>POSITION</b>		Athens County Board of DD
<b>DESCRIPTION</b>		DIVISION OR INSTITUTION
		ATCO
		UNIT OR OFFICE
		Adult Services
<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change		COUNTY OF EMPLOYMENT
		<b>Athens</b>
Usual Working Title of Position		Position No. and Title of Immediate Supervisor
ATCO Transition Manager		<b>Superintendent</b>
Normal Working Hours (Explain unusual or rotating shift)		
Monday – Friday, 40 hours per week, flex, overtime exempt.		
Job Description and Work Characteristics		
%	Job Duties	Minimum Acceptable Characteristics
35%	Oversee the Adult Services Program transition. Work with individuals served, as well as families and support staff of those served to ensure a seamless transition between service providers. Assist during the complex process of selecting a new provider to cultivate relationships between staff, clients, family members and support persons, and to provide the least amount of interruption to services possible.	<p>Bachelor's Degree or combination of relevant education and experience.</p> <p>Minimum of four (4) years' experience in day rehabilitative services.</p> <p>Eligible for Adult Services Certification by the DODD.</p>
35%	Monitor services, service quality and utilize the skills and competencies of staff in the most effective and efficient manner. Ensure knowledge transfers in the event staff resigns and/or as clients transfer from one service provider to another. Create and maintain continuity between all agencies and service providers. Interface regularly with service providers. Implement change management procedures as directed by the Superintendent and the Board, and ensure staff is in compliance with ever-changing roles and responsibilities. Provide agencies with information that will assist them in achieving operational excellence. Ensure compliance with Centers for Medicaid Services (CMS) and Conflict-Free Case Management (CFCM) regulations and timelines, and the Ohio Department of Developmental Disabilities and ACBDD rules and regulations.	<p>Valid Ohio Driver's License and good driving record.</p> <p>Good attendance.</p> <p>Good oral and written communication skills.</p> <p>Experience in conflict resolution.</p>
25%	Remain in-tune with the work culture and maintain positive morale among employees. Implement various communication methods, such as email, bulletin boards, charts, reference material, facilitating regular staff meetings, and having a daily presence throughout the facility. Work to achieve a balance between flexibility and conformity, and ensure professionalism is maintained by all staff throughout the process. Coach and train retained staff on new competencies as needed. Establish quality assurance procedures and evaluate regularly.	
5%	Coordinate opportunities for retained staff to receive assistance with job search techniques, resume building, and professional development/training. Additional duties as assigned.	



# EXHIBIT 17 BEACON SCHOOL | 2015-2016 CALENDAR

4 Independence Day

JULY 2015						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School - New Year's Day  
4 Resume from Winter Break  
13 Parent Teacher Conferences 3:30-7:00  
15 Progress Reports Due  
18 No School - M.L. King Day

17 First Day Teachers Professional Development  
18 First Day Paraprofessionals 8:00 Teachers 10:00-5:00 Open House 3:00-5:00  
19 First Day of School

AUGUST 2015						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

15 No School - President's Day

7 No School Labor Day

SEPTEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

15 No School - Professional Development Day, Parent Teacher Conferences 3:30-7:00  
18 Progress Reports Due  
28-31 No School - Spring Break

12 No School Columbus Day  
22 Parent Teacher Conferences 3:30 -7:00  
23 Progress Reports Due

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 No School - Spring Break  
25-29 IEP Meetings

3 Professional Development No School  
25 No School  
26 No School Thanksgiving Day  
27 No School - Observing Veteran's Day

NOVEMBER 2015						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2016						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3 Professional Development  
9-13 IEP Meetings  
17 Celebration of Learning 3:30-7:00 6:00-7:00 Families  
24 Graduations Last Day of School  
25 Teacher Work Day  
30 Memorial Day

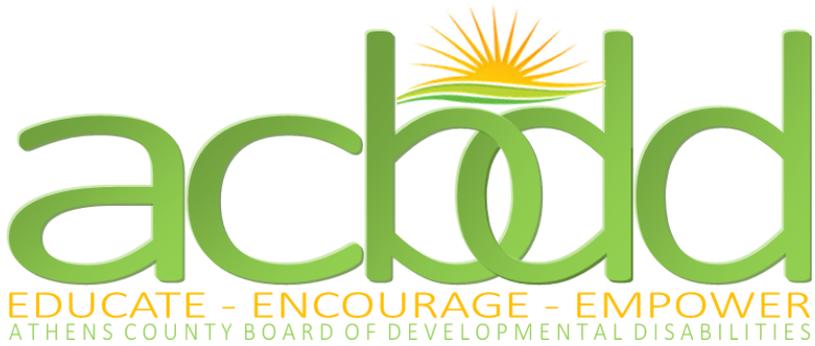
No School - Winter Break December 21- January 1

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Staff Professional Development	IEP Meetings
Quarter Begins	Preschool Graduation
No School	Graduation Day
Parent Teacher Conference	First/Last Day Students

1



2



3



4



Save the Date!

Summer Fun for Special Kids  
2015!

**June 15 - June 26, 2015**

**Beacon School**

More information to be announced later.

Please contact [summerfun@af-cadre.org](mailto:summerfun@af-cadre.org) to sign up for our Summer Fun mailing list.

Save the Date!

Summer Fun for Special Kids  
2015!

**June 15 - June 26, 2015**

**Beacon School**

More information to be announced later.

Please contact [summerfun@af-cadre.org](mailto:summerfun@af-cadre.org) to sign up for our Summer Fun mailing list.

(THIS IS AN EXAMPLE OF LAST YEAR'S FLYER)

**EXHIBIT 19A**

**Summer Fun for Special Kids Information:**

- Requesting a \$2500 sponsorship from ACBDD
- Held at Beacon School
- Attendance Records:
  - 2013: 13 students
  - 2014: 10 students
  - 2015: 10 students

## EXHIBIT 20

Athens County Board of DD		AGENCY Athens County Board of DD
<b>POSITION</b>		DIVISION OR INSTITUTION Administration
<b>DESCRIPTION</b>		UNIT OR OFFICE Beacon School
<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change		COUNTY OF EMPLOYMENT <b>Athens</b>
Usual Working Title of Position Human Resources Manager		Position No. and Title of Immediate Supervisor <b>Director of Finance and Operations</b>
Normal Working Hours (Explain unusual or rotating shift) Monday – Friday, 40 hours per week, flex time, overtime exempt.		
Job Description and Work Characteristics		
%	Job Duties	Minimum Acceptable Characteristics
	<p>Human resource record keeping, new hire orientation and required annual employee trainings, employee file maintenance and audits. Position description and employee evaluation systems development and position posting; applicant screening, interview scheduling, assistance with interviews, and conduct background and reference checks. Assistance with payroll functions, benefit management, paid leave time tracking, process expense and travel reports.</p> <p>Complete general office duties related to human resources including data entry, mailing, filing, scanning, copying and faxing, creating and maintaining files, composition and editing correspondence.</p> <p>Attend and assist with preparation for and follow up from human resource related meetings, trainings, special events, etc. Conduct research and complete other projects as requested.</p> <p>Assist with employee investigations, disciplinary actions, termination process, and/or separation agreements.</p> <p>HR and personnel policy research, development and updates.</p> <p>Assure positive, coordinated, and effective relations with staff, agencies, county board staff, individuals with disabilities, parents and the public. Maintain accurate records of services provided and hours worked.</p> <p>Maintain an attitude and conduct of appropriate social and moral behavior of a professional public servant. Understand and practice professional ethics in keeping with the confidentiality of information and materials with which he/she may come into contact.</p> <p>Additional duties as assigned.</p>	<p>Bachelor's degree in human resources management, industrial relations, business/public administration, or closely related field; Master's degree in a related field preferred.</p> <p>Experience in Human Resources and working in a union environment managing labor relations; experience with multiple unions highly desirable.</p> <p>Proficient in procedures, practices and techniques used in collective bargaining and labor management negotiations, labor relations mediation and arbitration procedures.</p> <p>Excellent written and verbal communication and organizational skills. Solid knowledge of pertinent federal and state regulations, filing and ACA and DOL requirements.</p> <p>Demonstrated understanding and ability to maintain confidentiality of sensitive data.</p> <p>Thorough knowledge of Microsoft Office products.</p> <p>Valid Ohio Driver's license, reliable transportation and insurance.</p>



**EXHIBIT 21**

**Section: 5.10**  
**Adopted: 5/20/97**  
**Revised: 6/20/06**  
**Effective: 5/20/97; 6/20/06**

**5.10 PAY PERIOD**

1. There are normally twenty-six (26) pay periods per year. All employees are to be paid every other Thursday.
2. If a holiday occurs on a Thursday in which a payday falls, paychecks will be issued on the preceding Wednesday, except under extenuating circumstances, in which case paychecks will be issued as soon as they are available. The Administrative Office will advise employees of any deviation in this procedure.
3. Questions regarding an employee's pay are to be referred immediately to the Administrative Office for resolution.
4. Pay advances of any kind are not permitted.
5. During seasonal breaks, seasonal employees may pick up their checks at the Administrative Office or provide the Administrative office with a self-addressed, stamped envelope for mailing. If checks are not mailed or picked up, they will be available the first day on which the seasonal employee returns to work, but in no case will checks be held beyond 30 days. Checks will be returned to the County Auditor's Office after thirty (30) days.
6. **Direct deposit is required for all employees. Any checking or savings account information supplied for payroll purposes will remain confidential.** Special instructions or requests to hold pay~~check stubs~~ may be made to the Administrative Office. Pay~~check stubs~~ will not be released to anyone other than the employee unless the proper authorization forms have been signed. The employee is responsible for notifying his/her immediate supervisor and the building authority in the location where it is being sent. Such requests must be made by 4:00 p.m. on the day before the payday.
7. Paychecks are accompanied by earnings statements which provide an account of employee earnings and deductions for the pay period and year-to-date totals.

## EXHIBIT 22

**ACBDD – Beacon School**

801 West Union Street • Athens, Ohio 45701

Phone: 740-594-3539 • Fax: 740-593-3189

athenscbdd.org

## February 2016 Board Report

### Kevin Davis, Superintendent

- Medicaid Services Manager – interviews proceeding
- Personnel Plus Director – interviews
- Acknowledge Stephanie Howell – leaving for a position at Ohio University
- Internal posting for Executive Administrative Assistant
- 2015 Annual Plan and insert for March Athens News (Thursday, March 10) - Disability Awareness Festival March 15, 2016
- Strategic Planning update – Dr. Turner
- Acknowledge the staff at ATCO
- ATCO Transition Committee
- Passion Works Transition Committee
- Informational Planning Session, Tuesday, March 1, 6pm at ATCO

**ACBDD – Administration  
Beacon School and MUI Dept.**  
801 West Union Street  
Athens, Ohio 45701  
Phone: 740-594-3539  
Fax: 740-593-3189  
athenscbdd.org

**Atco Adult Services**  
21 South Campbell Street  
Athens, Ohio 45701  
Phone: 740-592-6659  
Fax: 740-594-7814  
atcoinc.org

**Passion Works Studio**  
20 East State Street  
Athens, Ohio 45701  
Phone: 740-592-3673  
Fax: 740-592-4260  
passionworks.org

**PersonnelPlus**  
20 Kern Street, Office 2  
Athens, Ohio 45701  
Phone: 740-592-3416  
Fax: 740-593-8236  
personnelplus.org

**Service & Support Admin.,  
Transportation Services**  
9033 Lavelle Road  
Athens, Ohio 45701  
Phone: 740-592-6006  
Fax: 740-594-5048

**EXHIBIT 23****Athens County Board of Developmental Disabilities**

Board Submission by: Dr. Turner, Assistant Superintendent

Area of Supervision: Educational Services

February 10, 2016

**Highlights:**

- Throughout this school year, we have had ongoing professional development with Dr. Dransfield of the State Support Team, to learn about Structured Teaching. This method involves creating learning stations throughout the classroom, so that student instruction is more individualized. The Instructors and Instructor Assistants at Beacon have been taking a turn observing Structured Teaching at Hope Haven School. Their classrooms are well structured and the visits have been very helpful in helping us explore methods to implement Structured Teaching. We also saw ways that we can help them, so will be hosting their visits in the near future.
- This new system of teaching requires a new layout in the classroom, so our staff has been selecting materials and furniture that will support these goals.
- We have contacted two vendors for ideas for our Sensory Enriched Playgrounds. Our goal is to replace outdated and worn playground equipment in each of the our three playgrounds, adding sensory options and more wheelchair accessibility. We have formed a committee to research options, that includes students and staff and will share our findings with parents once we have a draft in place.
- Casa Nueva has asked to feature our Preschoolers' artwork at a gallery showing. Their art will be hung on the 26th of February and will remain through March. There will be an opening In March- date to be announced. We will be joining Sycamore Run Early Child Center students' art.
- *Special thanks goes to:* Heaven's Healing Hats owner, Barbara DeLong, who made a hat for every student at Beacon! She makes hats for children all over Ohio. Her next round of hats are being made for children at Nationwide Children's Hospital.
- We hosted Dr. Andrew Persch, Assistant Professor of Occupational Therapy at The Ohio State University, as he shared his research on Pediatric Constraint Induced Therapy for those with Cerebral Palsy. All the local Speech Language Pathologists, Occupational Therapists and Physical Therapists were invited.
- Dr. Jordan, a local physician, met with families and teachers on-site at Beacon, regarding student health needs.
- Ohio University Osteopathy department college students met with one of our students to learn about how to best involve a team in the care of those with disabilities.
- Our Jobs Club had a guest speaker this month, Blane Morris, who works at Kroger and on the crew that cleans Beacon School. He shared his perspective on how to do a job professionally.
- The Beacon Staff has started a Dance Exercise Fitness class two days a week, after school, to get into shape! Amanda Weaver, paraprofessional in Jennifer Trotta's room, is the leader of the group. We appreciate her effort!
- Preschool completed a three day series of professional development on Preschool Students with ASD, and are now completing Comprehensive Program Planning Institute for Preschool Students with ASD. They also completed an online course, called, "Environments for Learning."

**EXHIBIT 23**

- Our VSA Art teacher is leading the students into the world of visual arts. They are creating a giant paper machete Pete the Cat, who will be shared at the Disability Awareness Festival.
- Last year, we began scheduling professional development for the Beacon Staff on voting days. Our calendar provided May 3, but this is a primary year, so we will not have school on March 15. We will be using the day for LAMP training, by our Speech Language Pathologist. LAMP is a new method of communication for non-verbal or limited verbal students.
- We are continuing the work of Strategic Planning, mission, vision and values clarification. Once the leadership team completes their plans, we will host the Strategic Planning Steering Committee for their comments.
- Our Preschool won a laptop and a printer from Ohio Appalachian Development.
- Stephanie H. Morris, our choir director, and the Athens County Community Singers Founder & Director, is working with some of our students on learning and using the ukulele and singing several songs for a concert at our Celebration of Learning, on May 18, from 6-7.
- Live Healthy Appalachia came to teach three of our classes how to make tacos as a healthy meal. Students experimented with several new flavors and textures and enjoyed the experience.
- We will be posting an Instructor and an Instructor Assistant position for the Primary 2 classroom in March. Our staff is assisting in ensuring that we have all needed furniture and supplies in place for this classroom. There are four purported students on a waiting list for Beacon School. We will need to ensure balance in our classroom numbers, and do not anticipate any graduations for several more years. Adding this classroom will allow a few students to be reassigned to a different classroom next year, as well as allow younger students to move up to a higher grade. We believe this to be in the best interest of our students and our the community, as we will have increased flexibility to enroll students in any classrooms containing less than eight students.

**EXHIBIT 23A****Structured Teaching by Dee Dee Dransfield, KAP Consultant**

As teachers we want to create a positive learning environment in which students are available for and actively engaged in learning. Based on the TEACCH Model out of North Carolina, Structured Teaching is a visually based model in which a highly structured environment is designed to **promote independence** and help students:

1. Get meaning from the environment
2. Make transitions
3. Stay focused and open to learning

There are 3 main components in the structured teaching model:

1. Physical organization/visual boundaries
2. Schedules and Routines (Visual Supports)
3. Work Systems and Task Organization

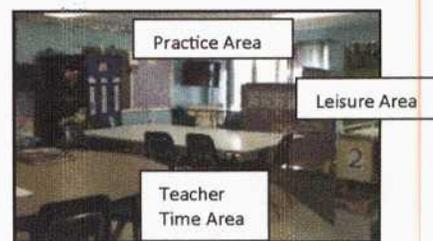
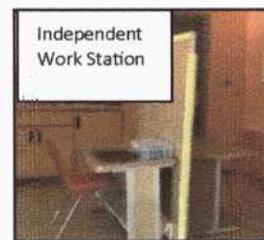
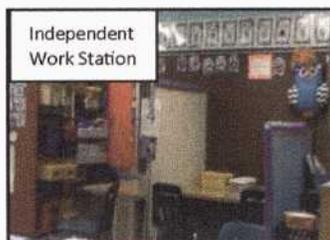
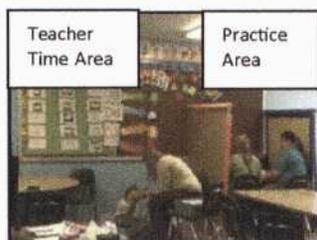
Over the past several years the SST has sponsored Structured Teaching trainings and provided on-site assistance to classrooms/programs implementing this model. The 5 school-age classrooms at the Jackson County Board of Developmental Disabilities (Hope Haven) are implementing this model. In a recent visit to this program, 92% of the students were observed to be actively engaged in meaningful learning activities. In this program, large group instruction has been replaced with students rotating between teacher time (direct instruction), practice time, independent work time and leisure. Using this model:

1. Increases the teachers/parapros ability to concentrate on the unique skills/abilities of individual students.
2. Increases each student's ability to know: what they are expected to do, how much or for how long, when they are finished and what happens next. This level of predictability decreases anxiety/behavior issues and increases focus and attention.
3. Maximizes instructional time and provides periodic breaks.

Congratulations and acknowledgement of the work being done at Hope Haven is warranted. The pictures included in this article represent how the environment (Physical organization/visual boundaries) supports students receiving direct instruction, engaging in practice work, completing work independently and "taking a break" so they are ready to return to more rigorous work demands

Please join me in complimenting Amanda, Amanda, Brandi, Heather, Josh and Jessica. If you have questions or would like to explore implementing Structured Teaching, please contact DeeDee Dransfield, Kathe's Autism Project (KAP) coordinator at SST 16. 21 Birge Drive, Chancey, Ohio 45719, 740-797-0150 or email

[91\\_ddransfield@seovec.org](mailto:91_ddransfield@seovec.org).



**EXHIBIT 24**  
**Athens County Board of Developmental Disabilities**  
**Business Manager's Report**

February 23, 2016

**Notice to the Board and Stakeholders:**

Month-To-Date and Year-To-Date Revenue, Expenditure, and Fund Balances through January 31, 2016 have been reconciled and balanced to statements issued by the County Auditor's Office. That reconciliation is as follows:

**Revenue**

**For the month of January 2016**

Account		Per Books	Per County	Variance
<b>General - CAC</b>				
401.0085.410400	S31 - General Tax Beacon			\$0.00
401.0085.410404	S32A - Trailer Tax			\$0.00
401.0085.412100	S31A - Homestead & Rollback			\$0.00
401.0085.412500	S33 - Grants	\$134,369.11	\$134,369.11	\$0.00
401.0085.413110	S37 - Lunch Sales	\$396.85	\$396.85	\$0.00
401.0085.413120	S38 - Contract Services			\$0.00
401.0085.417100	S39 - Other Receipts			\$0.00
401.0085.417110	Martin Match Receipts			\$0.00
401.0085.417120	Supported Living Subsidy			\$0.00
401.0085.417130	DODD TCM Match Transfer			\$0.00
401.0085.417140	S40 - Refunds			\$0.00
401.0085.417150	S41 - Reimbursements	\$4,018.39	\$4,018.39	\$0.00
401.0085.417500	S35 - Gifts & Donations	\$38.20	\$38.20	\$0.00
401.0085.417800	S43 - Other Non-Revenue (Misc Rec)	\$300.00	\$300.00	\$0.00
401.0085.422100	S44 - Transfers In			\$0.00
<b>Fund Total:</b>		<b>\$139,122.55</b>	<b>\$139,122.55</b>	<b>\$0.00</b>
<b>Capital Improvement</b>				
404.0430.412500	Revenue-Beacon Capital Impr.			\$0.00
<b>Fund Total:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Beacon Bond</b>				
305-4001.00	General Tax - Beacon Bond			\$0.00
305-4001.01	Homestead & Rollback			\$0.00
305-4002.00	Tangible Tax			\$0.00
305-4003.00	Trailer Tax			\$0.00
305-4004.00	Investment Income	\$0.11	\$0.11	\$0.00
305-4005.00	Other Receipts			\$0.00
305-4007.00	Transfers In			\$0.00
<b>Fund Total:</b>		<b>\$0.11</b>	<b>\$0.11</b>	<b>\$0.00</b>
<b>Grand Totals:</b>		<b>\$139,122.66</b>	<b>\$139,122.66</b>	<b>\$0.00</b>

**EXHIBIT 24**  
**Athens County Board of Developmental Disabilities**  
**Business Manager's Report**

**Expenditures**

**For the month of January 2016**

Account		Per Books	Per County	Variance
<b>General - CAC</b>				
401.4356.510200	Salaries	\$255,165.46	\$255,165.46	\$0.00
401.4356.520150	Health Insurance	\$7,408.00	\$7,408.00	\$0.00
401.4356.522100	Medicare	\$3,388.23	\$3,388.23	\$0.00
401.4356.524100	Workers Compensation			\$0.00
401.4356.525100	PERS / STRS	\$35,696.42	\$35,696.42	\$0.00
401.4356.530100	Contract Services	\$126,694.10	\$126,694.10	\$0.00
401.4356.530101	Rentals	\$4,996.95	\$4,996.95	\$0.00
401.4356.530102	Non waiver Supported Living	\$23,028.56	\$23,028.56	\$0.00
401.4356.530200	Repairs / Maintenance	\$10,385.94	\$10,385.94	\$0.00
401.4356.540100	Supplies	\$11,353.34	\$11,353.34	\$0.00
401.4356.550100	Equipment			\$0.00
401.4356.560100	Other Expense	\$3,642.11	\$3,642.11	\$0.00
401.4356.560101	Medicaid Match – TCM			\$0.00
401.4356.560102	Family Resource Services	\$351.25	\$351.25	\$0.00
401.4356.560103	Medicaid Waiver Match	\$634,220.00	\$634,220.00	\$0.00
401.4356.560107	Utilities	\$1,659.66	\$1,659.66	\$0.00
401.4356.560110	Fees-Settlement			\$0.00
401.4356.560200	Advertising-Printing	\$1,386.24	\$1,386.24	\$0.00
401.4356.560300	Travel / Reimbursement	\$992.56	\$992.56	\$0.00
401.4356.560500	Election Expense			\$0.00
401.4356.580100	Transfer Out – Beacon			\$0.00
401.4356.58900	Transfer Out – GL			\$0.00
<b>Fund Total:</b>		<b>\$1,120,368.82</b>	<b>\$1,120,368.82</b>	<b>\$0.00</b>
<b>Capital Improvement</b>				
7809-550100	Capital Improvements			\$0.00
<b>Fund Total:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Totals:</b>		<b>\$1,120,368.82</b>	<b>\$1,120,368.82</b>	<b>\$0.00</b>

**Fund Balance Report for January 2016**

Fund		Per Books	Per County	Variance
15	Beacon Bond	2,632.77	2,632.77	0.00
401	Beacon School	\$3,697,234.82	\$3,697,234.82	0.00
403	Supported Living Fund	\$14,078.96	\$14,078.96	0.00
404	Capital Improvements	\$1,365,617.22	\$1,365,617.22	0.00
<b>Fund Totals:</b>		<b>5,079,563.77</b>	<b>5,079,563.77</b>	<b>0.00</b>

**EXHIBIT 24**  
**Athens County Board of Developmental Disabilities**  
**Business Manager's Report**

<b>Revenue By Month 2016</b>													
<b>401 General</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
General Tax Beacon													
Trailer Tax													
Homestead & Rollback													
Grants	134,369												134,369
Lunch Sales	397												397
Contract Services													
Other Receipts													
Martin Match Receipts													
Supported Living Subsidy													
DODD TCM Match Transfer													
Refunds													
Reimbursements	4,018												4,018
Gifts & Donations	38												38
Other Non-Rev (Misc Rec)	300												300
Transfers In													
<b>Fund Totals:</b>	<b>139,123</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>139,123</b>
Revenue - Beac Cap Impr													
<b>Fund Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Grand Total:</b>	<b>139,123</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>139,123</b>

**EXHIBIT 24**  
**Athens County Board of Developmental Disabilities**  
**Business Manager's Report**

**Expenses By Month - 2016**

<b>401 General</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Salaries	255,165												255,165
Health Insurance	7,408												7,408
Medicare	3,388												3,388
Workers Compensation													
PERS / STRS	35,696												35,696
Contract Services	126,694												126,694
Rentals	4,997												4,997
Non waiver Supported Living	23,029												23,029
Repairs / Maintenance	10,386												10,386
Supplies	11,353												11,353
Equipment													
Other Expenses	3,642												3,642
Medicaid Match - TCM													
Family Support Services	351												351
Medicaid Waiver Match	634,220												634,220
Utilities	1,660												1,660
Fees-Settlement													
Advertising-Printing	1,386												1,386
Travel / Reimbursement	993												993
Election Expense													
Transfer Out													
<b>Fund Totals:</b>	<b>1,120,369</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,120,369</b>
<b>Capital Improvements</b>												<b>0</b>	<b>0</b>
<b>Grand Total:</b>	<b>1,120,369</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,120,369</b>

4356.520150 – Health Insurance: Due to the delay in billing resulting from the changing of healthcare brokers, Invoices for premiums and administrative fees were not received in November - December of 2015 and January of 2016. These fees are generally \$73,000/month.

**EXHIBIT 24**  
**Athens County Board of Developmental Disabilities**  
**Business Manager's Report**

**Revenue Levels Year-to-Date at 01/31/2016 (8.33% of the year)**

Line	Account	Budget	Actual 2015 YTD	YTD	Percentage Collected
<b>General</b>					
<b>1</b>	0085.410100 S31 - General Tax Beacon	6,065,608			0%
<b>2</b>	0085.410400 S32A - Trailer Tax	81,288			0%
<b>3</b>	0085.412100 S31A - Homestead & Rollback	611,916			0%
<b>4</b>	0085.412500 S33 - Grants	2,368,856	342,845	134,369	6%
<b>5</b>	0085.413110 S37 - Lunch Sales	6,500	706	397	6%
<b>6</b>	0085.413120 S38 - Contract Services	5,000			0%
<b>7</b>	0085.417100 S39 - Other Receipts	20,000			0%
<b>8</b>	0085.417110 Martin Match Receipts	10,000			0%
<b>9</b>	0085.417120 Supported Living Subsidy	609,107	165,819		0%
<b>10</b>	0085.417130 DODD TCM Match Transfer	364,317	20,785		0%
<b>11</b>	0085.417140 S40 - Refunds	265,000			0%
<b>12</b>	0085.417150 S41 - Reimbursements	35,000	2,011	4,018	11%
<b>13</b>	0085.417500 S35 - Gifts & Donations	5,000		38	1%
<b>14</b>	0085.417800 S43 - Other Non-Revenue (Misc Rec)	10,000	1,287	300	3%
<b>15</b>	0085.422100 S44 - Transfers In				0%
	<b>Grand Totals:</b>	<b>10,457,592</b>	<b>533,452</b>	<b>139,123</b>	

401.0085.412500 – Grants – the subsidy receipts of approximately \$338,000 were received in February of 2016. Last year they were received in January. That would reflect the difference between last year and this year.

**EXHIBIT 24**  
**Athens County Board of Developmental Disabilities**  
**Business Manager's Report**

**Expenditure Levels Year-to-Date at 01/31/2016 (8.33% of the year)**

Line	Account	Budget	Actual		Percentage Spent
			2015 YTD	YTD	
<b>General</b>					
1	4356.510200 Salaries	3,418,779	271,651	255,165	7%
2	4356.520150 Health Insurance	1,087,559	76,336	7,408	1%
3	4356.522100 Medicare	49,572	3,470	3,388	7%
4	4356.524100 Workers Compensation	81,791			0%
5	4356.525100 PERS / STRS	468,129	36,312	35,696	8%
6	4356.530100 Contract Services	700,000	106,377	126,694	18%
7	4356.530101 Rentals	60,000	4,340	4,997	8%
8	4356.530102 Non-Waiver Supported Living	500,000	26,208	23,029	5%
9	4356.530200 Repairs / Maintenance	60,000	6,654	10,386	17%
10	4356.540100 Supplies	185,000	13,598	11,353	6%
11	4356.550100 Equipment	15,000			0%
12	4356.560100 Other Expenses	95,000	10,216	3,642	4%
13	4356.560101 Medicaid Match - TCM				
14	4356.560102 Family Support Services	50,000		351	1%
15	4356.560103 Medicaid Waiver Match	3,426,391	593,873	634,220	19%
16	4356.560107 Utilities	119,198	4,019	1,660	1%
17	4356.560110 Fees-Settlement	159,121			0%
18	4356.560200 Advertising-Printing	20,000	791	1,386	7%
19	4356.560300 Travel / Reimbursement	30,000	1,795	993	3%
20	4356.560500 Election Expenses				
21	4356.580100 Transfer Out				
	<b>Fund Total:</b>	<b>10,525,540</b>	<b>1,155,639</b>	<b>1,120,369</b>	

Line 15: 4356.560103 – Medicaid Match – These payments (\$593,873 and \$634,220) reflect the quarterly payments for the Medicaid Waiver Match. These payments are recalculated on a fiscal year and change beginning with the July – September period.

**EXHIBIT 24**  
**Athens County Board of Developmental Disabilities**  
**Business Manager's Report**

<b>2016</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Beg. Fund Balance</b>	3,697,235	1,215,989	1,215,989	1,215,989	1,215,989	1,215,989	1,215,989	1,215,989	1,215,989	1,215,989	1,215,989	1,215,989
<b>Revenues</b>	139,123											
<b>Expenditures</b>	(1,120,369)											
<b>Ending Fund Balance</b>	<b>2,715,989</b>	<b>1,215,989</b>										
<b>Funds Transferred to Rsrve Fd</b>	1,500,000											
<b>Adjusted Ending Balance</b>	<b>1,215,989</b>											
Min Fund Bal. (@ 25%)	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385	2,631,385
<b>Min Fund Bal. (@ 12%)</b>	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693	1,315,693
<b>Variance from Min Fd Bal</b>	<b>(99,704)</b>											

The Adjusted Ending Balance does not include the \$1,500,000 transferred into a reserve account. The Minimum Fund Balance when calculated at 12.5% of 2016 Budgeted Expenses is \$1,315,693. Therefore, at the end of the first month of the period, the balance is \$99,704 below the Minimum Fund Balance.

If you have any questions regarding this financial information please contact me via the information below.

Stephen P. Kramer  
 Director of Finance and Operations, ACBDD  
 740-594-3539 ext. 224  
 skramer@athenscbdd.org

**4356.520150 Health Insurance**

Delta Dental of Ohio, Inc.	December, 2015 thru March, 2016 - dental insurance premiums	02/12/2016	\$13,030.71
Patrick Benefits Administrators	February, 2016 - HRA Participant Fee	01/19/2016	\$292.50
		<b>Health Insurance Total: 13,323.21</b>	

**4356.522100 Medicare**

Athens County Auditor	January, 2016 - Medicare contributions	01/26/2016	\$3,388.23
		<b>Medicare Total: 3,388.23</b>	

**4356.525100 PERS / STRS**

Athens County Auditor	January 2016 PERS and STRS contributions	01/28/2016	\$35,696.42
		<b>PERS / STRS Total: 35,696.42</b>	

**4356.530100 Contract Services**

Aramark School Support Service	December, 2015 - Food Services Contract	02/01/2016	\$4,392.58
Atco, Inc.	January, 2016 -Consumer Scanning and Clerical Support - 99 hours @ \$10.54/hr	02/11/2016	\$1,043.46
Atco, Inc.	January, 2016 -Atco Offie Support - 98 hours @ \$10.54/hr	02/11/2016	\$1,032.92
Balch, Freda	January 4-28, 2016 - 18 days of transportating Atco Consumer	02/02/2016	\$100.80
BCI	January, 20156 - BCI & FBI webchecks	02/02/2016	\$302.00
Blaugrund Kessler Myers & Postalakis	1/12/16 to 1/27/16 - Professional Services	02/04/2016	\$340.00
Creative Option C LLC	October-December, 2015 - interviews, date entry, research & writing report for Strategic Planning	02/01/2016	\$3,132.50
Cross Management	January, 2016 - Human Resource Contract	02/08/2016	\$280.00
Dunlap, Kristopher	Reimbursement for one year website hosting of PersonnelPlus and PersonnelPlus.org domain name	02/01/2016	\$96.06
Holzer Clinic, LLC	Employee Physicals - Carlson, A Grimm & McLaughlin \$97 each and balance of \$18 for Gambino	01/19/2016	\$309.00
Magruder, Nicholas S.	Security Officer for January 26, 2016 board meeting - 3 hours @ \$45/ht	02/01/2016	\$135.00
Nagy PT, Adrienne	December 2015 - PT services for EI	02/02/2016	\$212.50
Nagy PT, Adrienne	January, 2016 - PT Services - EI 7.75 hrs and Atco 2.25 hrs for a total of 10 hours @ \$50/hr	02/02/2016	\$500.00
Southern Ohio Council of Govertments	December, 2015 and January, 2016 interanl investigation and mileage	02/02/2016	\$708.30
Southern Ohio Council of Govertments	2016 -UI/MUI Compliance Coordination Services	01/21/2016	\$80,833.00
Southern Ohio Council of Govertments	2016 MUI Office Assistant Services	01/21/2016	\$1,202.00
The Healthy Edge, LLC	1/19/2016 - Drug Screen - Moberg	01/20/2016	\$38.00
Time Warner	February, 2016 - Atco cable	02/12/2016	\$69.43
Time Warner	February, 2016 - internet	02/08/2016	\$3,348.00
Treasurer of State, %OH Dept of MR/DD	Adm fees for 10/1/15 to 12/31/15	02/01/2016	\$28,072.47
Treasurer of State, %OH Dept of MR/DD	Cost Report Settlement MAC	02/12/2016	\$8,271.66
		<b>Contract Services Total: 134,419.68</b>	

**4356.530101 Rentals**

Atco, Inc.	February, 2015 - Passion Works Rent	02/04/2016	\$4,084.10
B & C Communications	February, 2016	02/01/2016	\$100.00
Bedrock Rentals	hydraulic hose fittings	02/04/2016	\$20.94
Pitney Bowes	ADM postage meter rental for 12/30/15 to 1/30/16	01/19/2016	\$211.00
Pitney Bowes	SSA postage meter rental from 10/30/15 to 1/30/16	01/20/2016	\$657.00
		<b>Rentals Total: 5,073.04</b>	

**4356.530102 Non-Waiver Supported Living**

Athens Metropolitan Housing	February, 2016 - Tenant Rent	02/04/2016	\$309.00
Athens Metropolitan Housing	February, 2016 - Tenant Rent	02/04/2016	\$302.00
Budget Pest Control %Thomas Bailey	treatment for roaches - [REDACTED]	02/09/2016	\$75.00
Budget Pest Control %Thomas Bailey	Second treatment for bedbugs - [REDACTED]	01/20/2016	\$125.00
Expanding Your Horizons	January 19, 2016 - Walker	02/10/2016	\$76.96
Havar, Inc.	December, 2015 - [REDACTED] \$3699.89; [REDACTED] \$146.24; and [REDACTED] \$2070.23	02/01/2016	\$5,916.36
Havar, Inc.	November, 2015 - [REDACTED] \$252.49; [REDACTED] \$3218.26; and [REDACTED] \$1908.06	02/01/2016	\$5,378.81
Havar, Inc.	December 2015 & January 2015 Rent for [REDACTED]	02/01/2016	\$425.00
Inclusions LLC	January 25-31, 2016 [REDACTED]	02/10/2016	\$352.52

Inclusions LLC January 14-18, 2016 [REDACTED]  
 SOAR (Southern Ohio Adventures Recreation) January, 2016 [REDACTED]  
 Three Rivers Housing February, 2016 - Rent - [REDACTED]  
 Treasurer of State, %OH Dept of MR/DD GDC Direct Bi January 2016 - [REDACTED]

01/20/2016 \$211.60  
 02/09/2016 \$1,229.12  
 02/12/2016 \$296.00  
 02/09/2016 \$7,424.50

**Non-Waiver Supported Living Total: 22,121.87**

**4356.530200 Repairs / Maintenance**

Atco, Inc. January, 2016 - Consumer Janitorial for 12/20/15 to 1/16/16 - Atco 87 hrs \$767.29; Beacon 95.50 hrs \$  
 Montle, David January 19 - labor to connect 2 phones ext 45 and 46 to system at Harper Street  
 NOE Office Equipment School copier from 1/4/16 to 2/3/16  
 Ohio Pest Control 1/27/16 - Atco  
 Ohio Pest Control 01/27/16 - Beacon  
 Poynter's Business Products Quarterly Maintenance for 1/17/16 to 4/17/16 for Beacon & Atco copiers and overage fees for 10/12/1  
 Withem, Robert reimbursement for cylinder repair  
 Xerox Corporation, USSP Xerox onsite service coverage on Phaser 8560 set to expire 2/11/16

02/05/2016 \$2,237.31  
 02/01/2016 \$60.00  
 02/08/2016 \$83.07  
 02/01/2016 \$43.00  
 02/01/2016 \$49.00  
 02/01/2016 \$842.40  
 02/09/2016 \$60.00  
 02/01/2016 \$219.00

**Repairs / Maintenance Total: 3,593.78**

**4356.540100 Supplies**

Astorg Motor Company vehicle parts  
 Atco Employee Council reimbursement for purchase from Sam's club of 3 round tables and 3 shelving units for Atco cafeteria  
 Atco, Inc. WAC Holiday Party  
 Atco, Inc. Reimbursement for ACBDD postage of \$35.56 and Personnel Plus postage of \$84.48  
 Atco, Inc. Reimbursement for sensory items \$1521.94 (spend down money) and Red Cross of \$304  
 Atco, Inc. reimbursement for purchases from Walmart and Lowes for building supplies - Atco  
 Athens County Community Singers Second Installment of ACCS Contract due February 1, 2016  
 B & C Communications batteries  
 Beacon School Job Fund January, 2016 - payroll for classroom jobs  
 Beacon School Job Fund November & December, 2015 payroll for classrooms  
 C & E Stores building supplies - Bus Garage  
 C & E Stores building supplies - Beacon  
 C & E Stores building supplies - Passion Works  
 Classic Solutions building supplies - Atco  
 Classic Solutions building supplies - Beacon  
 Classic Solutions building supplies - Bus Garage  
 Classic Solutions building supplies - Beacon  
 Classic Solutions building supplies - Beacon  
 Classic Solutions building supplies - Bus Garage  
 Classic Solutions credit on natural roll towels - Bus Garage  
 Classic Solutions building supplies - Beacon  
 Classic Solutions building supplies - Atco  
 DASH Medical Gloves, Inc. credit on return of 4 cases of Dash Powder Free Vinyl Gloves - School  
 DASH Medical Gloves, Inc. 4 cases of DASH Powder Free Vinyl Gloves  
 DASH Medical Gloves, Inc. 4 cases of Dash Vinyl light powdered exam gloves - Atco  
 DASH Medical Gloves, Inc. 10 cases of Dash powder free vinyl exam gloves - School  
 Dunlap, Kristopher Reimbursement for purchase from Amazon for gumdrop cases - Speech  
 Dunlap, Kristopher Reimbursement for purchase from Amazon for Xerox Phaser Maintenance kits  
 Dunlap, Kristopher Reimbursement for purchase from Amazon for XEROX ink - Beacon School work room color printer  
 Dunlap, Kristopher Reimbursement for purchase from Amazon for two surveillance DVR replacement hard drives  
 Dunlap, Kristopher Reimbursement for purchase from Amazon for replacement computer for C. Rector  
 Dunlap, Samantha Reimbursement for purchase from Amazon for items needed for classrom IEP goals  
 Economy Supply building supplies - Atco  
 Economy Supply building supplies - Beacon  
 Fun & Function, LLC 2 royal blue mats for climbing wall at Beacon  
 Interstate Batteries 3 batteries - Bus Garage  
 Lakeshore Learning Materials vocab interactive games, pattern adventures, sorting adventures, measurement interact cd roms; can do s

01/20/2016 \$88.00  
 02/01/2016 \$599.98  
 02/01/2016 \$250.00  
 02/01/2016 \$120.04  
 02/01/2016 \$1,825.94  
 02/01/2016 \$67.36  
 02/01/2016 \$500.00  
 02/01/2016 \$130.00  
 02/11/2016 \$126.25  
 02/01/2016 \$239.00  
 02/12/2016 \$15.93  
 02/04/2016 \$5.99  
 02/01/2016 \$26.96  
 02/08/2016 \$210.90  
 02/09/2016 \$359.40  
 01/20/2016 \$373.96  
 01/20/2016 \$272.05  
 02/01/2016 \$163.56  
 02/01/2016 \$101.32  
 02/01/2016 -\$91.00  
 02/01/2016 \$4.10  
 02/01/2016 \$147.20  
 02/02/2016 -\$147.60  
 02/02/2016 \$147.60  
 02/01/2016 \$147.60  
 02/01/2016 \$369.00  
 02/03/2016 \$124.66  
 02/09/2016 \$277.78  
 02/01/2016 \$256.98  
 02/01/2016 \$379.94  
 02/01/2016 \$465.66  
 02/01/2016 \$267.46  
 02/01/2016 \$6.74  
 02/01/2016 \$38.97  
 02/08/2016 \$3,575.98  
 02/01/2016 \$47.85  
 02/08/2016 \$270.10

Matheny Motor Truck Sales	vehicle parts	01/20/2016	\$302.70
Modern Data Products	office supplies - Beacon and MUI	02/02/2016	\$397.45
News-2-You, Inc.	Unique Learning Systems (includes SymbolStix Prime - 1 year, renewal account 22251	02/02/2016	\$2,640.12
One Call Now	Parent Broadcast Plan software for mass notification system	02/01/2016	\$362.25
Pepper, Jordan	Reimbursement for ingredients for Bow Wow Bakery ingredients	02/08/2016	\$25.55
Pepper, Jordan	Reimbursement for purchase from Walmart of labels for Bow Wow Bakery Packages	02/04/2016	\$19.00
Poynter's Business Products	shipping charges for toner for copier at Beacon	02/01/2016	\$13.50
Prentke Romiche Company	Accent and keyguard kit - Beacon	02/01/2016	\$3,270.00
Quill Corporation	calendars - PersonnelPlus	02/01/2016	\$83.82
Randy V. Moore Petroleum Distribution LLC	288 gals of diesel delivered on 1/26/16 at \$1.59/gal	02/02/2016	\$457.92
Randy V. Moore Petroleum Distribution LLC	205 gals of unleaded delivered on 1/26/16 @ \$1.595/gal	02/02/2016	\$326.98
Randy V. Moore Petroleum Distribution LLC	362 gals of diesel delivered on 1/12/16 @ \$1.67/gal	01/19/2016	\$604.54
Randy V. Moore Petroleum Distribution LLC	251 gals of unleaded delivered on 1/12/16 @ \$1.675/gal	01/19/2016	\$420.43
Randy V. Moore Petroleum Distribution LLC	208 gals of unleaded delivered on 2/2/16 @ \$1.515/gal	02/08/2016	\$315.12
Randy V. Moore Petroleum Distribution LLC	394 gals of diesel delivered on 2/2/16 @ \$1.66/gal	02/08/2016	\$654.04
Randy V. Moore Petroleum Distribution LLC	368 gals of unleaded delivered on 1/19/16 @ \$1.595/gal	02/01/2016	\$586.96
Randy V. Moore Petroleum Distribution LLC	331 gals of diesel delivered on 1/19/16 @ \$1.59/gal	02/01/2016	\$526.29
Reisig, Samantha	reimbursement for meals/activities for recreation night reimbursement (working with students)	02/01/2016	\$15.95
Silver Klte	ChatWrap iPad Kit, kickstand, key guard - Beacon	02/01/2016	\$471.00
Staples	office supplies	02/10/2016	\$75.61
Staples Business Advantage	office supplies - Personnel Plus	02/01/2016	\$269.46
Staples Business Advantage	office supplies - Personnel Plus	02/01/2016	\$32.09
Taliaferro Enterprises, Inc.	new sprinter radiator	02/01/2016	\$325.00
Uni-Select USA, Inc.	vehicle parts	01/20/2016	\$89.50
Uni-Select USA, Inc.	vehicle parts	01/20/2016	\$66.24
Uni-Select USA, Inc.	vehicle parts	01/20/2016	\$49.12
Uni-Select USA, Inc.	vehicle parts	02/01/2016	\$7.18
Uni-Select USA, Inc.	vehicle parts	02/01/2016	\$17.40
Warehouse Tire	tires - for HAPCAP #101	01/20/2016	\$251.45
Warehouse Tire	tires	02/01/2016	\$323.50
Washington Auto Parts, Inc.	credit on core deposit	01/20/2016	-\$36.00
Washington Auto Parts, Inc.	vehicle parts	01/20/2016	\$34.92
Washington Auto Parts, Inc.	vehicle parts	01/20/2016	\$125.04
Washington Auto Parts, Inc.	batteries and core deposits	02/01/2016	\$248.35
Withem, Robert	reimbursement for purchase from Walmart for body wash - Beacon and two booster seats - transportat	02/02/2016	\$141.86
Withem, Robert	reimbursement for hose and work lights - Bus Garage	02/09/2016	\$155.56
Withem, Robert	reimbursement for purchases from Tractor Supply, Dollar General and Bores Manufacturing	02/01/2016	\$275.36

**Supplies Total: 25,710.92**

#### 4356.560100 Other Expenses

Athens City-County Hlth. Dpt.	2016 Application for a License to Conduct a Food Services Operation	02/04/2016	\$513.00
Athens County Auditor	November, 2015 - Unemployment (Starcher)	01/21/2016	\$960.70
OACBDD	2016 OACBDD Membership Dues	02/01/2016	\$9,000.00
Southern Ohio Council of Govtments	2016 Annual Membership Fee	01/21/2016	\$500.00
Treasurer of State, %OH Dept of MR/DD	IO audit finding of \$180.08; TCM Audit finding of \$496.52; and Level 1 Audit Finding of \$438.38 on 201	02/01/2016	\$1,114.98

**Other Expenses Total: 12,088.68**

#### 4356.560102 Family Support Services

Kaye Products	Youth's walker and seat - family support services	02/08/2016	\$454.60
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**Family Support Services Total: 454.60**

#### 4356.560107 Utilities

American Electric Power	8 Harper Street - 12/10/15 to 1/14/16	01/20/2016	\$286.08
American Electric Power	Bus Garage electric from 12/11/15 to 1/13/16	01/20/2016	\$215.29
American Electric Power	Passion Works - 20 E. State electric from 12/21/15 to 1/22/16	02/01/2016	\$64.00
American Electric Power	Atco electric from 12/21/15 to 1/22/16	02/01/2016	\$225.25

American Electric Power	Atco light from 1/14/16 to 1/22/16	02/04/2016	\$9.90
American Electric Power	Beacon electric from 12/30/15 to 1/29/16	02/04/2016	\$694.06
AT & T Mobility	cell phone for Butch for 12/23/2015 to 1/22/2016	02/02/2016	\$46.51
BFS Petroleum	736.4 gals of LP at \$1.48/gal	02/01/2016	\$1,110.49
City of Athens	Beacon water from 1/5/16 to 2/2/16 - 32,000 gals	02/12/2016	\$325.02
City of Athens	Atco water from 12/15/15 to 1/19/16 - 11,000 gals	02/01/2016	\$100.41
City of Athens	Passion Works water from 12/8/15 to 1/12/16 - 1,000 gals	02/01/2016	\$68.69
City of Athens	Beacon water from 11/30/15 to 01/15/16 - 37,000 gals	01/15/2016	\$269.35
Columbia Gas	Beacon gas from 11/7/15 to 12/9/15	01/19/2016	\$311.78
Columbia Gas	Atco gas from 12/14/15 to 1/15/16	01/20/2016	\$347.00
Columbia Gas	Passion Works gas from 12/14/15 to 1/15/16	01/20/2016	\$230.16
Direct Energy Business, LLC	Passion Works - 20 E. State electric from 12/21/2015 to 1/22/2016	02/02/2016	\$96.43
Direct Energy Business, LLC	Passion Works - 22 E. State electric from 12/21/2015 to 1/25/2016	02/02/2016	\$43.67
Direct Energy Business, LLC	Atco electric from 12/21/2015 to 1/22/2016	02/02/2016	\$682.81
Direct Energy Business, LLC	Beacon electric from 12/30/15 to 1/29/16	02/08/2016	\$1,060.59
Direct Energy Business, LLC	Bus Garage electric from 12/11/15 to 1/13/16	02/01/2016	\$198.54
Direct Energy Business, LLC	8 Harper Street electric from 12/11/15 to 1/14/16	02/01/2016	\$194.05
Frontier	February, 2016 - Passion Works phones	02/08/2016	\$46.76
Frontier	February, 2016 - Atco phones	02/08/2016	\$240.58
Frontier	February, 2016 - Beacon	02/08/2016	\$168.00
Frontier	February, 2016 - Personnel Plus	02/08/2016	\$102.96
Information Destruction Services	Personnel Plus toter destroyed on 1/8/16 and Atco toter destroyed on 1/15/16	02/08/2016	\$100.00
Waste Management	February, 2016 - Beacon	02/02/2016	\$156.95
Waste Management	February, 2016 - Bus Garage	02/02/2016	\$83.41
Waste Management	February, 2016 - Atco	02/02/2016	\$323.28
			<b>Utilities Total: 7,802.02</b>
<b>4356.560200 Advertising-Printing</b>			
APG Media of Ohio	Advertising for Medicaid Services Manager - January 17-24 and Bus Driver January 3-15	02/08/2016	\$314.06
APG Media of Ohio	Advertising for Medicaid Services Manager 1/21 & 1/25/16 in The Athens News - and Passion Works P	02/10/2016	\$468.00
Media Network of Central Ohio (MNCO)	Advertising for Medicaid Manager in Lancaster Eagle Gazette on January 17, 2016	02/08/2016	\$734.80
Southern Ohio Council of Govtments	Reimbursement for advertising with MNC for human resource specialist	01/19/2016	\$463.94
			<b>Advertising-Printing Total: 1,980.80</b>
<b>4356.560300 Travel / Reimbursement</b>			
Carlson, Kathleen	Travel 01/05/16 to 01/29/16	02/08/2016	\$67.83
Mitchell, Jodi	Travel 01/04/16 to 01/29/16	02/10/2016	\$192.62
Smathers, Mary Ann	Travel 1/4/16 to 1/29/16	02/02/2016	\$178.08
			<b>Travel / Reimbursement Total: 438.53</b>
Voucher Count: 167			
Grand Totals:			\$266,091.78

## EXHIBIT 25

## Athens County Board of Developmental Disabilities

Board Submission by Dennis Lehman

Area of Supervision: Service and Support Administration

February 23, 2016

## Intro of highlights:

- Employment Navigation: DODD put out an RFP for training of SSAs on the Employment Navigation function of Targeted Case Management. They did not receive enough appropriate responses to meet the desired objectives. The Ohio Association of Count Boards is working with DODD on a plan to provide some sort of Employment Navigation curriculum training together and offer it regionally. More information will be forth coming as the workgroup gets back together.
- Funding Redesign: A workgroup has been meeting and have reached agreement on some things to get through the next four years, at which time there would be additional changes. Changes to Adult Day Services (ADS) include add-on rates for behavioral, medical, and community integration. DODD will pay for the add-on rate. Caps for the ADS will be increased to accommodate the add-ons. DODD agreed that counties would continue completing the Acuity Assessments to determine the individual's budget and providers would not be subject to implementing strict staffing ratios and in the past. These are some of the more substantive changes that are part of the first phase of transition and will be in place for the next four years until the system has a clearer vision regarding the development of potential future Adult Service Models. This makes it difficult for county boards to develop providers of new services when we may not know what the new services may be until 2020 when county boards can no longer be providers.

## Issues to be shared:

- We are moving forward with the interview process to hire the SSA Manager. We received eight applications for this position. I will keep you informed as we progress.

## Other:

- We are moving forward with AMHA on the purchase of houses for people who will be moving out of Echoing Meadows Residential Center on state funded waivers. Although the individuals are not ready to move we need to purchase houses when they are available and it will take several months for renovations and upgrades to the mechanical systems in preparations for occupancy.

## Athens County Board of Developmental Disabilities

Board Submission by: Mark Cullison

Area of Supervision: Adult Services

2-23-16

### **PersonnelPlus:**

Currently 3 people in Job tryouts. Working to get all hired.

Latest Hire: Young man as PassionWorks production aide, metal cleaning

Thank You to all the PersonnelPlus who have put in much time over the last few weeks promoting our program by writing nominations for state awards, writing articles for the upcoming A News special edition, and preparing for disability awareness month in March

### **Atco: Advocacy, Training, Careers, Opportunities**

An important part of ATCO's services is the relationship with Ohio University. Currently we have 3 interns working with us. They of course are at ATCO to learn but they also provide valuable support and research for the staff to use to develop better learning modules and community integration activities. This semester's interns are Devin Rhodes, Katahryn Mueller, and Alex Tidwell. Thank You for all you do

Next OU women's basketball game trip is Feb 24<sup>th</sup>.

Special Olympics Bowling in Marietta March 13th

Don't forget about . The Disability Awareness Festival will be held on March 15<sup>th</sup> at the Athens Community Center Fliers and invites attached.. This year's theme is:



**EXHIBIT 27****Athens County Board of Developmental Disabilities**

Board Submission by Butch Withem

Area of Supervision: Facility\ Transportation

February 17, 2016

## Intro of highlights:

We are experiencing another two hour delay due to nasty weather today. This means we have less than two days left, before making up time to meet our required hours at Beacon school. The weather report looks better for the remainder of the week, which puts us closer to spring. If we don't experience any spring flooding we may not have to make up any time in June.

## Issues to share:

We are utilizing the new Ford F 150 which allows us to clean snow and ice from all five ACBDD locations, before staff arrives to begin their day.

## Other:

We are anticipating the retirement of Bob Shinn in June of 2016. Bob has been employed with ACBDD since 1995 as a Vehicle Operator 3 (school bus driver). Bob is scheduled to receive a knee replacement on 2-18-2016 and will be on leave for six to eight weeks. On 2-16-2016 our mechanic, Jeremy Jordan took his wife to the doctor and he reported that he may be off for a few days with the birth of new baby. On 2-19-2016 our only substitute driver will be taking a cruise, so we will be very short on employees for a while. We recently trained and certified one of our van drivers (Jacque White) to be a Vehicle Operator 3, she can also drive van between bus routes. In order for Jacque to drive bus we are utilizing a custodial maintenance worker ( Dan Johnson) to drive Jacques van route .We are utilizing every available resource at our disposal to meet our needs but the (available) list is becoming very short. We do not have any other prospects for new drivers.

We will be presenting a wage restructuring proposal for ACBDD consideration; the proposal will utilize savings from recent resignations to improve retention and equitability among our employees. We also have several proposed changes to personnel policies to accommodate the employees who recently decertified their union. The proposed changes will cost the ACBDD very little money and should reduce the chances of another union representing ACBDD employees.