

# Westerville Schools Business Advisory Council

Emergency Relocation Committee

Final Report

**2011**

# History and Purpose

## **Business Advisory Council**

- Created in Fall 2010
- Resource to Westerville City Schools
- Improve school operations in 3 areas

## **3 Committees**

- Community Based Service Learning
- Master Facility Plan
- School Personnel Emergency Relocation

# Emergency Relocation Committee

- **Given:** Anticipate a scenario in which a school is unable to conduct classes in their building
- **Time Frame:** 1-5 days (Short Term) 6 days + (Long Term)
- **Purpose:** Identify partners to house classes, develop a plan detailing the process and contacts, and develop a plan/agreements with other school districts for mutual aid and assistance

# Community Partnership

- **Bob Gilbert, Senior Operations Officer OhioHealth, Business Advisory Chair**
- **Bryan Jeffries, Chair, Willis and Willis Co., LPA**
- **Kevin Hoffman, Westerville School Board Liaison**
- **Larry Banaszak, Chief, Otterbein Police Department**
- **Frank Carsonie, Owner, Carsonie's Restaurant**
- **Bernie Ingles, Chief, Westerville Division of Fire**
- **Joe Morbitzer, Chief, Westerville Division of Police**
- **Kim Nuesse, Chief, Minerva Park Police**
- **Rick Rano, Realtor, RE/MAX Affiliates**
- **Robert Taylor, Chief, Genoa Township Police**
- **Debbie Edwards Meissner, Director, Office of Health and Safety W.C.S.**
- **Jenna McDevitt, Director, Business Management Services W.C.S.**
- **Robert Lynde, Director, Transportation Services W.C.S.**

# Research

- **ORC 3313.48 Defines the School Day**
- **Currently allowed 5 calamity days with 3 additional days allowed to be made up in a virtual learning setting**
- **Extension of school day to make up for calamity days is also in process of development**
- **Reviewed Best Practices Business plans from surrounding school districts**
- **Building Enrollment Data**
- **Available Real Estate**

# Principal Fred Tombaugh Hawthorne Elementary School

- **Communication system**
- **Split sessions**
- **Transportation**
- **Supervision**
- **Coordination of staff**
- **Parking**
- **Meals**
- **Reimbursement issues**
- **MOU**
- **Risk/Insurance concerns**

# Relocation Recommendation

- Stay within the school district
- Reimbursement, M.O.U.'s, insurance, not an issue
- Same level school building
- 5 hour split sessions
- Transportation, meals, staffing, parking, can be accomplished
- Mutual Aid to be developed within the school district...schools working together to aid each other in times of need

## Recommended Options Outside School District

- **Movie Theatre**
- **Recreation Center**
- **Unoccupied existing structure**



# Emergency Notifications Recommendations

- “Blazecast”
- Integrates with district telephone system
- Browser-based interface for creating messages and monitoring completion rate
- Data maintained through PowerSchool Interface
- Expandable functionality

# Day 1

- Crisis team meets per emergency response plan
- Logistics and alternate school selection decisions (location, start and end times, transportation, meals, student medications, parking, recess plan, YWCA Kid's Place, additional logistical concerns)
- Communication plan activated
- Continue with emergency response plan

# Summary

- For short term single school closings, we can relocate to similar schools within the school district
- **“Blazecast”** emergency notification system will enhance communications during a crisis or any situation which causes a school to close

# Future Efforts

- **Partnerships within the school district must continue to develop**
- **School emergency response plans should be updated to include a primary and secondary relocation school within the district**
- **School District emergency response plans should include the same information so the school and district personnel are consistent**
- **Partnerships with City safety services, as well as additional community resources/partners, should continue to work with the schools to enhance effectiveness given any school who is forced to close and relocate**
- **Upon updated plans, Table-Top exercises should be conducted**