

Date:



## Utah State Board of Education

Construction and Facility Safety  
 250 East 500 South, PO Box 144200  
 Salt Lake City, Utah 84114-4200

### **DISTRICT SCHOOL LEVEL** **EMERGENCY COMPLIANCE AND ASSURANCE FORM**

By July 1 of each year, each LEA shall certify to the Board that the LEA Emergency Preparedness and Emergency Response Plan has been practiced at the school level, presented to and reviewed by its teachers, administrators, students and their parents, local law enforcement, and public safety representatives consistent with Section [53G-4-402\(18\)](#) and [R277-400](#). In an effort to ensure compliance with this, an individual report shall be completed for each school district and every charter school.

School District:

1. LEA has a policy in place to ensure the Emergency Preparedness and Emergency Response Plan has been practiced at each school level, presented to and reviewed by its teachers, administrators, students and their parents, local law enforcement, and public safety representatives?  
 Yes            No
2. LEA references Emergency Response Plan in the annual application for state or federal Safe and Drug Free School funds?  
 Yes            No
3. LEA appoints a committee to prepare plan(s) or modify existing plan(s) to meet individual school needs and features, to satisfy rule, R277-400. The committee shall consist of appropriate school and community representatives which may include: school and LEA administrators, teachers, parents, governmental officers, fire and law enforcement and shall include governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels?  
 Yes            No
4. LEA reviews plans require by rule, R277-400, at least once every three years?  
 Yes            No
5. A copy of each school's plan has been received and filed in the LEA superintendent's or charter school director's office?  
 Yes            No

6. LEA has a policy to ensure at the beginning of each school year parents and staff receive written notice of relevant sections of plan(s) applicable to their schools?  
Yes          No
7. LEA has a policy to ensure school Emergency Preparedness/Emergency Response week is held prior to April 30 at each school?  
Yes          No
8. LEA instructs school staff that students are to receive adequate educational services and supervision during school hours during an emergency and for education services in an extended emergency situation?  
Yes          No
9. LEA has a policy to ensure school staff have been instructed as to their responsibility to assure reasonable care and supervision of children until responsibility has been affirmatively assumed by another responsible party in evacuation procedures?  
Yes          No
10. LEA has a plan to address access to public school buildings by: students, community members, lessees, invitees and others. The plan shall address building access during identified time periods and possession and use of school keys by designated administrators and employees?  
Yes          No
11. LEA's plan identifies resources and materials available for emergency training for employees?  
Yes          No
12. LEA has a policy to provide school children with age appropriate training in rescue techniques, first aid, and safety measures appropriate for specific emergencies and other emergency skills?  
Yes          No
13. LEA has established a parent and student reunification plan for each school, a summary of parental expectations and notification procedures related to the plan is provided annually at registration and enrollment and the aforementioned summary is published on the school's website?  
Yes                  No

14. Fire Drills and Other Emergency Drills:  
**Elementary schools** shall conduct emergency evacuation drills for fire **at least every other month** throughout the school year. The first fire drill shall be **conducted within the first 10 days of the regular school year**. Required emergency drills should be substituted every other month - refer to Utah Code R277-400-6 for specific details and additional information.

**Secondary schools** shall conduct emergency evacuation drills for fire **at least once every two months** throughout the school year. The first fire drill shall be conducted **within the first 10 days of the regular school year**. The third emergency drill for fire, weather permitting, shall be conducted 10 school days after the beginning of the next calendar year. **The second and fourth** emergency evacuation drills may be substituted by a security or safety drill -- refer to Utah Code R277-400-6 for specific details and additional information.

**Note: Schools that include both elementary and secondary grades in the school shall comply, at a minimum, with the elementary emergency drill requirements.**

LEA has policy in place to ensure each school conducts fire and emergency drills at each school as required?

Yes          No

15. At least one annual drill for school emergencies in addition to drills required under Section R277-400-6, which should be held no later than October 1 annually?

Yes          No

16. LEA has a policy to ensure student assistance programs such as care teams, school intervention programs, and interagency case management teams have been developed for each school?

Yes          No

17. LEA has a policy and provides training for the appropriate coordination between schools and governmental entities, which may include cooperative agreements to provide emergency relief services, as reasonably feasible? LEA has procedures for assessing and providing school facilities, equipment and personnel to meet public emergency needs?

Yes          No

19. LEA ensures that school staff understands the delineation of communication on channels and lines of authority with the LEA, city, county, and state, including instruction to school staff that, in the event of an emergency involving more than one LEA, or when state or federal assistance is involved, the superintendent for school districts or the local charter school board through its director, are the respective chief officers?  
Yes          No
20. LEA provides annual training for district and staff, including employee roles, responsibilities and priorities in the emergency response plan?  
Yes          No
21. LEA develops standards and protections to the extent practicable for participants and attendees at school-related activities, with special attention to those off school property?  
Yes          No
22. LEA requires schools to review existing security measures and procedures within their schools and make adjustments as needs demonstrate and funds are available?  
Yes          No
23. LEA provides schools, as part of their regular curriculum, comprehensive violence prevention and intervention strategies, such as anger management, conflict resolution, and respect for diversity and other cultures?  
Yes          No
24. LEA requires procedures for recording LEA funds expected for emergencies, assessing and repairing damage and reimbursement for emergency expenditures?  
Yes          No
25. LEA ensures that in every educational facility a carbon monoxide detection system has been installed and maintained consistent with International Fire Code and has it replaced if it is inoperable or begins to produce end-of-life signals?  
Yes          No

Printed Name of Preparer: \_\_\_\_\_

Title of Preparer: \_\_\_\_\_

Preparer's E-mail: \_\_\_\_\_

Preparer's Signature:

**Please submit this form to the School Construction email:  
[scholconstruction@schools.utah.gov](mailto:scholconstruction@schools.utah.gov)**

**For additional questions call: (801) 538-7939**