

Date:



UTAH STATE BOARD OF EDUCATION

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

ELEMENTARY SCHOOL LEVEL EMERGENCY COMPLIANCE AND ASSURANCE FORM

Schools should certify to the School District Administration/Charter School Board Chair that the Emergency Preparedness and Emergency Response Plan ("Plan") has been developed and customized to the specific needs and requirements of the facility and 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 Utah Code Section [53G-4-402\(18\)](#) and Administrative Rule [R277-400](#).

School Name: _____ Check box if Charter School

Address: _____

City: _____ State: _____

Zip: _____ Grades Housed: _____

1. The 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?
 Yes _____ Date: _____ No _____
2. School has appointed a committee to prepare, modify, or adjust existing Plan to meet individual school needs and features; to satisfy Section and Rule; to include governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels?
 Yes _____ No _____
3. A copy of the Plan has been sent to the LEA superintendent's or charter school director's office?
 Yes _____ No _____

4. At the beginning of the school year, parents and staff received written notice of relevant sections of the Plan, applicable to the school?
Yes Date: No
5. School Emergency Preparedness/Emergency Response week is designated prior to April 30th each school year?
Yes Date: No
6. The Plan contains measures that assure students receive adequate educational services and supervision during school hours during an emergency and for education services in an extended emergency?
Yes No
7. All school staff have been instructed that they are responsible to assure reasonable care and supervision of children until responsibility has been affirmatively assumed in evacuation procedures by another responsible party?
Yes No
8. School staff are instructed they shall not release children younger than ninth grade age at other than regularly scheduled release times, unless the parent or other responsible person has been notified and assumed responsibility for the children?
Yes No
9. The school's Plan addresses 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
10. The school's Plan identifies resources and materials available for emergency training for employees?
Yes No
11. The Plan provides school children with age appropriate training in rescue techniques, first aid, safety measures appropriate for specific emergencies and other emergency skills?
Yes No

12. Fire Drills and Other Emergency Drills:

Elementary schools shall conduct emergency evacuation drills for fire **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 with a security or safety drill every other month –refer to Utah Code R277-400-6 for specific details and additional information.

Note: Any school that includes both elementary and secondary grades shall comply with the elementary emergency drill requirements.

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|----------------------------|----------------------------|----------------------------|
| 1st Drill: Drill Type: | 2nd Drill: Drill Type: | 3rd Drill: Drill Type: |
| 4th Drill: Drill Type: | 5th Drill: Drill Type: | 6th Drill: Drill Type: |
| 7th Drill: Drill Type: | 8th Drill: Drill Type: | 9th Drill: Drill Type: |
| 10th Drill: Drill Type: | 11th Drill: Drill Type: | 12th Drill: Drill Type: |

13. School has established a parent and student reunification plan, a summary of parental expectations and notification procedures related to the Plan is provided annually at registration and enrollment and the summary is published on the school's website?

Yes No

14. In addition to drills required under Utah Code R277-400-7, school conducts at least one drill annually, no later than October 1st, for school emergencies?

Yes Date: No

15. Student assistance programs such as care teams, school intervention programs, and interagency case management teams have been developed for the school?

Yes No

16. School has a policy and provides training for the appropriate coordination between school and governmental entities, which may include cooperative agreements to provide emergency relief services, as reasonably feasible? School has procedures for assessing and providing school facilities, equipment and personnel to meet public emergency needs?
Yes No
17. The Plan delineates 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
18. Does the school's emergency response Plan include procedures to notify students, to the extent practicable, who are off campus at the time of a school violence emergency?
Yes No
19. School ensures that 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

Name of Individual Preparing Report:

Title:

E-Mail:

Signature:

Please submit this form to the School Construction email:

SchoolConstruction@schools.utah.gov

For additional questions call: (801) 538 - 7939