

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 the existing Plan to meet individual school needs and features; to satisfy 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 office or charter school director's office for filing.

Yes No

4. At the beginning of each school year parents and staff have received written notice of relevant sections of the Plan applicable to the school.
Yes Date: No
5. School shall designate an Emergency Preparedness/Emergency Response week each year before April 30th.
Yes Date: No
6. The Plan contains measures that assure students receive reasonable, adequate educational services and supervision during school hours during an emergency and for education services in an extended emergency situation.
Yes No
7. Plan shall include evacuation procedures that provide reasonable care and supervision of a students until the student is released to a responsible party.
Yes No
8. School staff shall not release a student who is under 15 years old unless a parent or other responsible person has been notified and assumed responsibility for the student.
Yes No
9. The Plan shall include procedures to address access to public school buildings by students, community members, lessees, invitees and others. Plan shall also include procedures regarding access during identified time periods and possession and use of school keys by designated administrators and employees.
Yes No
10. The Plan shall include resources and materials available for emergency training for employees.
Yes No
11. The Plan shall provide procedures for students to receive age appropriate emergency preparedness training including: rescue techniques, first aid, safety measures appropriate for specific emergencies, and other emergency skills.
Yes No
12. 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

13. Fire Drills and Other Emergency Drills:

Elementary schools shall conduct emergency drills **at least once each month** during school time. The **first** fire drill shall be conducted in the first 10 days of the regular school year and one fire drill every other month during the school year.

Required emergency fire drills shall be alternated with a security or safety drill – refer to Utah Code [R277-400-6](#) for specifics and additional information.

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

1st Drill:
Drill Type:

2nd Drill:
Drill Type:

3rd Drill:
Drill Type:

4th Drill:
Drill Type:

5th Drill:
Drill Type:

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10th Drill:
Drill Type:

11th Drill:
Drill Type:

12th Drill:
Drill Type:

14. In addition to drills required under Utah Code [R277-400-6](#) and [15A-5-202.5](#), school conducts at least one annual drill for school emergencies no later than October 1st.

Yes Date: No

15. School shall develop student assistance programs such as care teams, school intervention programs, and interagency case management teams.

Yes No

16. School has a policy for the appropriate coordination between school and governmental entities, which may include cooperative agreements to provide support during emergencies. School’s Plan has procedures for assessing and providing school facilities, equipment and personnel to meet public emergency needs.

Yes No

17. The Plan delineates communication channels and lines of authority within the LEA, city, county, and state. The Superintendent is the chief officer for emergencies involving more than one LEA, or for state or federal assistance. A local governing board, through its superintendent or director, is the chief officer for an LEA emergency.

Yes No

18. The Plan shall include procedures to notify students, to the extent practicable, who are off campus at the time of a school violence emergency.

Yes No

19. The Plan shall address procedures for recording an LEA's funds expected for emergencies, assessing and repairing damage, and seeking reimbursement for emergency expenditures.

Yes No

20. School ensures that a carbon monoxide detection system has been installed and maintained, consistent with International Fire Code. School shall replace a carbon monoxide detection system that becomes 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