

Date:



# UTAH STATE BOARD OF EDUCATION

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

## LEA EMERGENCY COMPLIANCE AND ASSURANCE FORM

By July 1 of each year, each LEA shall certify to the Superintendent of the that the LEA Emergency Preparedness and Emergency Response Plan ("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](#). To ensure compliance with Section and Rule, an individual report shall be completed for each school district and each charter school.

1. LEA has a policy in place to ensure the 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 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 and Section 53G-4-402(18). The committee shall consist of appropriate school and community representatives, which may include school and LEA administrators, teachers, parents, community and municipal government officers, fire and law enforcement personnel. The committee shall include governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels.  
Yes                      No
4. LEA shall review Plans required by Rule R277-400 at least once every three years.  
Yes                      No

5. Each school shall file a copy of their Plan, as required by Rule R277-400, with the LEA superintendent or charter school director.  
Yes                      No
6. At the beginning of each school year, LEA or school shall provide a written notice to parents and staff of relevant sections of the Plan applicable to their school(s).  
Yes                      No
7. School shall designate an Emergency Preparedness/Emergency Response week each year prior to April 30th.  
Yes                      No
8. LEA's or school's Plan shall include procedures to ensure that 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
9. LEA's or school's Plan shall include evacuation procedures that provide reasonable care and supervision of student(s) until student(s) are released to a responsible party. An LEA or school shall not release student(s) under 15 years old unless a parent or other responsible person has been notified and assumed responsibility for student(s).  
Yes                      No
10. LEA's or school's Plan shall include procedures, as determined by a local board or governing authority, regarding 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
11. LEA's or school's Plan shall identify resources and materials available for emergency training for an LEA's employees.  
Yes                      No
12. LEA's or school's Plan shall provide procedures for a student to receive age appropriate emergency preparedness training including: rescue techniques, first aid, safety measures appropriate for specific emergencies, and other emergency skills?  
Yes                      No

13. LEA shall establish a parent and student reunification plan for each school within the LEA and as part of the registration and enrollment process shall annually provide parents a summary of parental expectations and notification procedures related to the LEA's reunification plan. Each school within the LEA shall publish the reunification plan on the school's website.

Yes                      No

14. 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 specific details and additional information.

**Secondary schools** shall conduct emergency evacuation drills for fire **at least once every two months to a total of four emergency evacuation drills during nine-month school year**. The **first** emergency evacuation drill for fire shall be conducted within 10 school days after the beginning of classes. The **third** emergency evacuation 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 to include shelter in place, earthquake drill, or lock down for violence.

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

LEA has a policy in place to ensure each school conducts fire and emergency drills as required by Section and Rule.

Yes                      No

15. In addition to drills required under Section [R277-400-6](#) and [15A-5-202.5](#), LEA shall require each school to conduct at least one annual drill for school emergencies, which should be held no later than October 1<sup>st</sup> annually?

Yes                      No

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

Yes                      No

17. LEA may enter into cooperative agreements with other governmental entities to establish proper coordination and support during emergencies. The LEA shall cooperate with other governmental entities to provide emergency relief services and the LEA's Plan shall contain procedures for assessing and providing the following for public emergency needs: school facilities, equipment and personnel.  
Yes                      No
18. LEA's Plan shall delineate communication channels and lines of authority with the LEA, city, county, and state. assistance is involved. 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
19. LEA shall provide an annual training for LEA and school building staff regarding an employee's roles, responsibilities and priorities as outlined in the emergency response Plan.  
Yes                      No
20. LEA shall develop standards and protections for participants and attendees at school-related activities, especially school-related activities off school property.  
Yes                      No
21. LEA shall require a school to review existing security measures and procedures within the school and make necessary adjustments as funding permits.  
Yes                      No
22. LEA shall provide a school comprehensive violence prevention and intervention strategies as part of a school's regular curriculum, including: anger management, conflict resolution, respect for diversity and other cultures, and may provide age appropriate instruction on firearm safety.  
Yes                      No
23. An LEA's or a school's 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

24. LEA shall ensure that a carbon monoxide detection system has been installed and maintained in each school, consistent with International Fire Code. LEA shall ensure that each school shall replace a carbon monoxide detection system that becomes inoperable or begins to produce end-of-life signals.

Yes                      No

Printed Name of Preparer:

Title of Preparer:

Name of LEA:

Preparer's E-mail:

Preparer's Signature:

**Please submit this form to the School Construction email:**

**[schoolconstruction@schools.utah.gov](mailto:schoolconstruction@schools.utah.gov)**

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