

# Emergency Recovery Plans:

## A Guide for K-12 Utah Schools

An Emergency Recovery Plan outlines the policies and procedures a school will use to return to normal operations after an emergency. These plans focus on restoring instruction, daily operations, and the school environment. They guide immediate, short-term, and long-term recovery.

**Recent updates to R277-400: School Safety and Security** require Local Education Agencies (LEAs) to ensure schools create and practice Emergency Recovery Plans, in addition to existing Emergency Preparedness and Response Plans. Plans should reflect the unique needs of each school, and LEAs may choose to have schools develop and carry out their own.

### Emergency Recovery Plan Components



#### Academics Recovery

Resuming instruction, teaching, and learning after an emergency.



#### Health, Wellbeing, and Behavioral Recovery

Connecting students and staff to support services after emergency.



#### Business Services Recovery

Restoring operations that support instruction and other essential school services.



#### Physical and Structural Recovery

Repairing or replacing school buildings, equipment, and supplies.

### Management Timeframe

- **Immediate:** Minutes to hours
- **Short-term:** Days to weeks
- **Long-term:** Months to years

### Recovery Plans Should:

- Build on existing preparedness and response plans.
- Be reviewed and practiced regularly.
- Include training to support effective implementation.
- Involve key school staff and community partners, including mental health professionals, security staff, local emergency responders, and parents.

Further guidance can be accessed using the resources below:

- [Readiness Emergency Management for School \(REMS\) Recovery Support](#)
- [The National Association of Secondary School Principals \(NASSP\) Principal Recovery Network Guide to Recovery](#)
- [Responding to a Mass Casualty Event at a School: General Guidance for the First Stage of Recovery](#)
- [National Disaster Recovery Framework Recovery Planning Through the Lens of Preparedness](#)

*Please note, USBE cannot guarantee the accessibility of external materials.*

# Recovery Review Assessment

## Instructions

Use the scoring table to identify strengths and gaps in your current Emergency Recovery Plans.

1. For each question, mark “yes” if the plan meets the criteria.
2. Record the total number of “yes” answers in the corresponding section of the table.
3. Calculate totals in two ways:
  - **By Recovery Type**
  - **By Management Timeframe**

*Additional Instructions on how to identify the totals can be found on the scoring page at the end of the document.*



## Academics Recovery

### Immediate

**Goal:** Attend to academic disruptions and ensure continuity of learning.

#### Does my plan include:

Steps to cancel school for the immediate future?	Yes	No	<i>Assigned to</i>
Conducting an all-staff information meeting?	Yes	No	<i>Assigned to</i>
Adjustments for delivery of educational services, such as times, locations, virtual/hybrid, etc?	Yes	No	<i>Assigned to</i>
Procedures for initiating academic pause?	Yes	No	<i>Assigned to</i>
Preliminary school reopening planning?	Yes	No	<i>Assigned to</i>

### Short-Term

**Goal:** Create conditions that allow students to effectively resume learning activities.

#### Does my plan include:

Protocols for registering students to new schools and sharing student records?	Yes	No	<i>Assigned to</i>
Protocols for making adjustments to class schedules, course curriculum, and extracurricular activities?	Yes	No	<i>Assigned to</i>
Conducting reoccurring information meetings for staff?	Yes	No	<i>Assigned to</i>

## Long-Term

**Goal:** Restore and strengthen all academic services.

### Does my plan include:

Ongoing academic monitoring and remediation?	Yes	No	
			<i>Assigned to</i>
Ongoing attendance monitoring and remediation?	Yes	No	
			<i>Assigned to</i>



## Health, Wellbeing, and Behavioral Recovery

### Immediate

**Goal:** Assess for immediate human needs, and provide physical and psychological first aid to those impacted.

### Does my plan include:

Implementation of physical first aid for individuals harmed?	Yes	No	
			<i>Assigned to</i>
Implementation of psychological first aid for individuals affected?	Yes	No	
			<i>Assigned to</i>
Protocols for assessing staff and students' health and wellbeing?	Yes	No	
			<i>Assigned to</i>
Accessing community healthcare support?	Yes	No	
			<i>Assigned to</i>

## Short-Term

**Goal:** Manage emerging behavioral health concerns within the school community.

### Does my plan include:

Increased monitoring for student behavioral health disruptions?	Yes	No	
			<i>Assigned to</i>
Providing school-based mental health supports across all tiers, with a focus on grief and loss?	Yes	No	
			<i>Assigned to</i>
Implementing established referral pathways with community providers?	Yes	No	
			<i>Assigned to</i>
Providing regular support for staff? (e.g., Employee Assistance Program)	Yes	No	
			<i>Assigned to</i>

## Long-Term

**Goal:** Foster a school culture that promotes long term healing, growth, and resilience.

### Does my plan include:

Continued monitoring for potential impacts of trauma?	Yes	No	<i>Assigned to</i>
Embedding activities that promote healing into school culture?	Yes	No	<i>Assigned to</i>
Continued referral pathways with community providers?	Yes	No	<i>Assigned to</i>
Considerations for permanent vs. temporary memorials? (e.g., murals, artwork, honorings, and/or remembrances)	Yes	No	<i>Assigned to</i>



## Business Services Recovery

### Immediate

**Goal:** Initiate emergency communication plan, track emergency expenses, and begin restoring essential services.

### Does my plan include:

Single point information sharing protocols including media releases, interviews, and monitoring of social media?	Yes	No	<i>Assigned to</i>
Transportation/reunification protocols of students with families?	Yes	No	<i>Assigned to</i>
Restoring Information Technology (IT) and communication services?	Yes	No	<i>Assigned to</i>
Resuming auxiliary services and programming for students?	Yes	No	<i>Assigned to</i>

## Short-Term

**Goal:** Manage recovery communication, costs, claims, and maintain stability of essential business services.

### Does my plan include:

Ongoing communication with community and social media monitoring?	Yes	No	<i>Assigned to</i>
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Resuming basic student services including transportation and nutrition?	Yes	No	<i>Assigned to</i>
Processes for accepting monetary donations?	Yes	No	<i>Assigned to</i>
Resuming business functions including payroll and contracts?	Yes	No	<i>Assigned to</i>
Policies for holding school-sponsored recovery events?	Yes	No	<i>Assigned to</i>
Procedures for formal requests for emergency funds?	Yes	No	<i>Assigned to</i>
Conducting an internal after action debrief?	Yes	No	<i>Assigned to</i>

## Long-Term

**Goal:** Maintain communication and budgets, secure ongoing funding, and ensure sustainable operations.

### Does my plan include:

Updating policies and procedures to incorporate new understanding of safety?	Yes	No	<i>Assigned to</i>
Maintaining community partnerships, contracts, and Memorandums of Understanding (MOUs)?	Yes	No	<i>Assigned to</i>
Completing and/or reviewing all after action reports; both internal and external?	Yes	No	<i>Assigned to</i>



## Physical and Structural Recovery

### Immediate

**Goal:** Secure facilities, assess damage, and arrange temporary learning spaces.

### Does my plan include:

Conducting a site assessment?	Yes	No	<i>Assigned to</i>
Organizing clean up and/or hazard removal?	Yes	No	<i>Assigned to</i>

Implementing established MOUs for temporary use of community facilities?	Yes	No	<i>Assigned to</i>
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## Short-Term

**Goal:** Manage the physical environment, including people and facilities, to effectively restore loss.

### Does my plan include:

Considerations for rebuilding or restoring physical facilities?      Yes      No      *Assigned to*

Management of physical donations and coordination of volunteers?      Yes      No      *Assigned to*

Protocols for responding to spontaneous memorials?      Yes      No      *Assigned to*

## Long-Term

**Goal:** Rebuild and enhance facilities and strengthen infrastructure.

### Does my plan include:

Policies governing physical memorials? (e.g., murals, artwork)      Yes      No      *Assigned to*

Implementation of new safety standards?      Yes      No      *Assigned to*

## Notes

## Scoring

Use the scoring table below to calculate totals by Recovery Type and Management Timeframe.

- **Recovery Type:** add the three scores across each row, enter the total as the numerator in the equation provided, and calculate the percentage.
- **Management Timeframe:** add the four scores in each column (Immediate, Short-Term, Long-Term), enter the total as the numerator in the equation provided, and calculate the percentage.

### Recovery Type | Academics

	Immediate	Short-Term	Long-Term
<b>Total</b>			

Use the equation: \_\_\_ /10 = \_\_\_%

### Recovery Type | Health, Wellbeing, and Behavioral

	Immediate	Short-Term	Long-Term
<b>Total</b>			

Use the equation: \_\_\_ /12 = \_\_\_%

### Recovery Type | Business Services

	Immediate	Short-Term	Long-Term
<b>Total</b>			

Use the equation: \_\_\_ /14 = \_\_\_%

### Recovery Type | Physical and Structural

	Immediate	Short-Term	Long-Term
<b>Total</b>			

Use the equation: \_\_\_ / 8 = \_\_\_%

### Management Timeframe Totals:

#### Key

- 0-25% - *Needs improvement*
- 26%-50% - *Developing*
- 51-75% - *Proficient*
- 76%-100% - *Excellent*

Immediate      Short-Term      Long-Term  
Use the equation: \_\_\_ /16 = \_\_\_%      Use the equation: \_\_\_ /17 = \_\_\_%      Use the equation: \_\_\_ /11 = \_\_\_%