

# **BUSINESS AND SUPPORT SERVICES SCHOOL SAFETY PLAN EMERGENCY PREPAREDNESS AND RESPONSE**

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**CEAB**

## **1. REFERENCES**

Administrative Procedures for Board Policy CE  
Transportation – Operations – Emergencies: Policy CJDD  
School Safety Plan: Video and Audio Surveillance: Policy CEA  
USOE District and School Level Emergency Compliance and Assurance Form  
Utah Code §53-2-403  
Utah Code §53A-3-402-18(d)(e)  
Utah Administrative Code 277-400

## **2. THE POLICY**

It is the policy of the Tintic School District Board of Education to require each school to prepare and implement an emergency preparedness and response plan, which will be reviewed annually by the School Community Council (SCC). The board directs district staff to establish and maintain close working relationships with appropriate agencies, ensuring community collaboration and communication in the event of an emergency.

The purpose of this policy is to promote the safety and welfare of students and staff, protect district facilities, and demonstrate cooperation with community agencies.

## **ADMINISTRATIVE PROCEDURES EMERGENCY PREPAREDNESS REFERENCE**

## **PROCEDURES FOR IMPLEMENTATION**

### **1. DISTRICT STANDARD EMERGENCY PLANS:**

- A. At least once every three years, the district will appoint a committee to review and develop or modify the Standard Emergency Planning Guide to be used by all schools.
- B. The committee will consist of appropriate school and community representatives who may include school and district administrators, teachers, parents, community and municipal governmental officers, and fire and law enforcement personnel.
- C. The purpose of the Standard Emergency Planning Guide is to:
  1. Establish a uniform format that is the same for all Tintic School District schools.
  2. Outline the procedures to be followed by all schools during emergencies.
  3. Provide guidelines to assist schools in identifying and incorporating specific school needs into their individual School Emergency Plans.
  4. Establish a means of updating the School Emergency Plans as needed.

- D. Standard Emergency Plans will include three primary sections that:
1. Provide general emergency resource and reference information, phone numbers and other contact information specific to each school.
  2. Describe emergency procedures.
  3. Provide information specific to the unique needs and features of each school.

**2. SCHOOL EMERGENCY PLANS:**

- A. Schools are responsible for developing and implementing individual School Emergency Plans that are consistent with the district's plan and designed to meet specific needs and features of each school.
- B. Schools will utilize the Standard Emergency Planning Guide as the basis for their School Emergency Plan.
- C. By October 30 of each year, schools will review and update their School Emergency Plan utilizing the District Standard Emergency Planning Guide. Updates to the School Emergency Plan will include new or changed names of responsible persons and their phone numbers.
- D. By June 15 of each year, schools will submit copies of their Emergency Preparedness Certification to the District Superintendent.
- E. By July of each year, the district will certify to governing agencies that all schools have presented their School Emergency Plan to teachers, staff and students and that School Emergency Plans have been practiced at the local school level and have been made available to parents, local law enforcement, and public safety representatives.

**3. EMERGENCY DRILL REPORTING:**

Schools shall notify the District Superintendent by email on a monthly basis, of all planned and/or completed fire or other emergency drills that are required by law.

**4. NOTICE**

At the beginning of each school year, parents and staff shall receive written notice of relevant sections of school district and school plans that are applicable to that school. (R277-400-4)

**5. DRILLS**

- A. District Administration will certify to the State Board of Education each year that plans have been practiced at the school level and presented to and reviewed by teachers, administrators, students, and parents and local law enforcement and public safety representatives. (UCA 53A-3-402(18)(e)).
- B. Fire evacuation drills must be practiced monthly in elementary schools, and every two months in secondary schools. (R277-400-6B)
- C. Emergency evacuation drills may be substituted every other time for a security or safety drill like a shelter in place, earthquake drill, or lock down for violence drill. (R277-400-

6B)

- D. Schools shall require at least one non-fire drill during the school year, and at least one annual drill for violence emergencies. (R277-400-6C, 7B)
- E. District administration and schools must coordinate with local law enforcement and other public safety representatives to involve them in emergency drills. (R277-400-7E)

## **6. TRAINING, PREVENTION, INTERVENTION**

- A. The District Administration is required to provide annual training for school district and school building staff on employees' roles, responsibilities and priorities in the emergency response plan. (R277-400-7A)
  - B. The District Administration must appoint persons to review the plan every three years (R277-400-3E), and schools must review existing security measures and procedures within their schools and make adjustments as needs demonstrate and as funds are available. (R277-400-7C)
  - C. The District Administration must provide schools with resource lessons and materials on comprehensive violence prevention and intervention strategies, to be incorporated into the regular curriculum. The materials could cover anger management, conflict resolution, and respect for diversity and other cultures. (R277-400-8A)
  - D. Schools **MAY** provide age-appropriate instruction on firearm safety, including appropriate steps to take if a student sees a firearm in school. This rule does not intend instruction to include firearm use. (R277-400-8B)
  - E. The District Administration must develop student assistance programs, such as care teams, school intervention programs, and interagency case management
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