

Davis School District Policy and Procedures

Subject: 3RM-004 Emergency Preparedness
Index: Risk Management and Workplace Safety
Revised: December 3, 2019

1. PURPOSE AND PHILOSOPHY

The purpose of this policy is to establish general criteria for both Emergency Preparedness and Emergency Response plans for the District and its schools in the event of emergencies that could reasonably endanger the safety of school children or disrupt the operation of the school.

2. POLICY

The Board recognizes that the safety of students and staff is best met by preparedness response which shall ensure that the health and safety of students and staff are safeguarded, any disruption to the education program is minimized, and students and employees are trained to respond to emergency situations.

2.1. Emergency Operations Plan

To anticipate and prepare for such events, a District level Emergency Operation Plan shall be established and maintained which provides operational direction. The District Plan is the implementing document for this policy. It outlines the *what, where, and when* in relation to emergency preparedness and incident response in the District. .

2.2. Emergency Preparedness Plan (EPP)

Each school shall develop and implement a comprehensive emergency preparedness plan that address:

- 2.2.1. chain of command;
- 2.2.2. emergency contacts;
- 2.2.3. natural or man-made disasters;
- 2.2.4. accidents;
- 2.2.5. civil disturbances; and
- 2.2.6. a comprehensive emergency response plan to prevent and combat violence in schools, on school grounds, on school vehicles, and in connection with school-related activities or events.

2.3. Standard Operating Procedures (SOPs)

Each plan, either District or school level, will be augmented by documents outlining specific supporting tasks emphasizing *who* is responsible for the task and *when* and *how* tasks are to be performed. These SOPs reflect how we intend to do business in the event of an incident. Through these pre-event assignments, awareness is increased, confidence built, and smooth transition from daily to emergency operations is assured.

2.4. Training and Emergency Drills

- 2.4.1. Initial and refresher training shall be provided in support of the plans and procedures.
- 2.4.2. Emergency and fire drills shall be conducted in accordance with Utah Administrative Code R277-400-6. A record of all emergency and fire drills shall be kept by the school principal on the District computer Emergency and Fire Drill Reporting Screen.
- 2.4.3. The plan and SOPs will be validated through conduct of exercises and drills which identify areas for additional training or revisions of procedures and also to ensure continued readiness.

- 2.5. Parent and Student Reunification Plan
 - 2.5.1. In cooperation with the District and local law enforcement agencies, each school shall establish a parent and student reunification plan.
 - 2.5.2. As part of the registration and enrollment process, each school shall provide parents a summary of parental expectations and notification procedures related to the school parent and student reunification plan and shall publish the information on the school's website.

3. AUTHORITY AND RESPONSIBILITY

- 3.1. Superintendent

The superintendent shall develop procedures for handling of school incidents and emergencies which include a plan for the prompt and safe evacuation of the schools; other procedures deemed necessary to ensure safety of lives; protection of property; and continuity of operation.
- 3.2. Principals

The principal of each school, in coordination with local law and fire authorities, is responsible for the safety of all students and personnel on the campus. Site level plans will be developed and kept current. Updated EPP's shall be due annually by the last Friday of October. Training in the plan shall be conducted as well as emergency drills required in the District Plan. Attendance for training sessions shall be documented. The principal shall designate a person who will oversee the school during his/her absence. In the event of an incident requiring police or fire response, full cooperation will be provided to those officials.
- 3.3. Sites other than schools

The superintendent shall designate a responsible individual for each District administrative facility, to be accountable in similar fashion to the principals as outline in section 3.2 of this policy.
- 3.4. Employees
 - 3.4.1. In the event of a major disaster situation which requires a County Declaration of Disaster, the superintendent may issue a supplemental disaster declaration. Under the provisions of both the certified and classified agreements, all employees so designated shall be responsible during the declared period to help provide for the safety and well-being of students until they are accounted for and released from school; employees are similarly accounted for; and key and essential tasks assigned under the District/site plan are accomplished. Employees so designated shall serve in this capacity until released by the superintendent or designee.
 - 3.4.2. Employees are strongly encouraged to take all steps necessary to provide for the well-being of their family in advance of any major disaster. This will hopefully moderate fears and concerns sufficient to permit rapid and effective completion of assigned tasks to ensure the well-being of student and staff.

4. DISTRICT ROLE IN DAVIS COUNTY EMERGENCY PREPAREDNESS

The Board further recognizes its unique role in Davis County's Emergency Preparedness and Incident Response Plan. In the event of a major incident, once the safety and accountability of students is accomplished, District efforts and resources will be fully coordinated with and in support of the Davis County emergency efforts.

DEFINITIONS

“**Emergency**” means a natural or man-made disaster, accident, act of war, or other circumstance which could reasonably endanger the safety of school children or disrupt the operation of the school.

“**Emergency Preparedness Plan**” means policies and procedures developed to promote the safety and welfare of students, protect district property, prepare and protect students and staff in the event of school violence emergencies and regulate the operation of schools during and emergency occurring within a district or school.

“**Emergency Response Plan**” means a plan developed by a District or school to prepare and protect students and staff in the event of school violence emergencies.

REFERENCES

OSHA Regulation 29 CFR 1910.38 –Emergency action plans.

[Utah Code Ann. §53G-4-402 \(18\)](#) – Powers and Responsibilities of Local Boards.

[Utah Administrative Rule R277-400](#) – School Facility Emergency and Safety.

[8CA Educators' Agreement](#)

[9CA Classified Employee Agreement](#)

OTHER LINKS

[Emergency Preparedness Home Page](#)

[Safety Drill Schedule](#)

DOCUMENT HISTORY:

Adopted: November 17, 1992

Revised: October 5, 1999 – scaled back to provide general guidance and expectations only.

Revised: September 22, 2010 (by consent) – As part of five-year review, including a reorganization of the Table of Contents (added Risk Management section to TOC), policy was renumbered from 7SS-002 to 3RM-004. Added language on Emergency Response Plan to prevent and combat violence in our schools.

Revised: October 8, 2014 – Non substantive changes made to comply with changes in administrative rule.

March 8, 2018 – Education code references updated in accordance with 2018 recodification.

Revised: December 3, 2019 - Five-year review. Added language on emergency drills and parent and student reunification plans.