

# G-2: Administrative Procedures

## Emergency Preparedness

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### REFERENCE

[Board Policy G-2](#)

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### PROCEDURES FOR IMPLEMENTATION

#### I. Standard Emergency Plans

- A. The district will appoint a committee to review and develop or modify the standard emergency plan to be used by all schools.
  1. The committee will consist of appropriate school and community representatives, including school and district administrators, teachers, parents, community and municipal governmental officers, and fire and law enforcement personnel.
  2. The committee will review the standard emergency plan at least once every three years to ensure compliance with state law.
- B. The standard emergency plan shall:
  1. establish a uniform response format that is the same for all district schools;
  2. outline the procedures to be followed by all district schools during emergencies;
  3. provide guidelines to assist schools in identifying and incorporating specific school information into their standard emergency plans;
  4. contain measures which assure that students receive reasonably adequate educational services and supervision during school hours during an emergency, and appropriate education services in an extended emergency situation;
  5. outline evacuation procedures that include reasonable care and supervision of students until that responsibility has been assumed by another responsible party;
  6. address access to public school buildings during an emergency by specific groups including, students, community members, lessees, invitees, and others;
  7. identify resources and materials available for emergency training for district employees;
  8. establish a means of updating the plan as needed;
  9. provide general emergency resource and reference information, phone numbers, and other contact information specific for each school;
  10. outline procedures to notify students, to the extent practicable, who are off campus at the time of the emergency;
  11. contain measures which assure that students receive emergency preparedness training;
  12. contain procedures for assessing and providing school facilities, equipment, and personnel to meet public emergency needs;
  13. delineate communication channels and lines of authority within the district, city, county, and state;
  14. a student and parent reunification plan; and
  15. address procedures for recording district funds expended for emergencies, for assessing and repairing damage, and for seeking reimbursement for emergency expenditures.
- C. The standard emergency plan will be distributed to all schools for their individual use.
- D. Upon distribution, each school is responsible for reviewing and implementing the standard emergency plan, and inserting school specific information where indicated.
- E. At the beginning of each school year, each school shall notify its parents and staff of the relevant sections of its emergency plan, including a summary of parental expectations and notification procedures related to its reunification plan.
  1. Schools should use a standardized form, developed by the auxiliary services department, to provide this information to parents.
- F. By October 30 of each subsequent year, schools must review their plans, and update their school specific information.
- G. To the extent practicable, the district will develop standards and protections for participants and attendees at school-related activities, with special attention to those off school property.

#### II. Emergency Preparedness Training and Emergency Response Review and Coordination

- A. The schools shall provide students with age appropriate training in rescue techniques, first aid, safety measures appropriate for specific emergencies, and other emergency skills.

- B. By October 1 of each year, the district and/or school shall provide district employees with training on employees' roles, responsibilities and priorities in the standard emergency plan.
- C. Each school shall designate an Emergency Preparedness/Emergency Response week that will occur prior to April 30 of each school year. Community, student, and teacher awareness and training may be offered during the week.
  - 1. The emergency preparedness and emergency response plan must be practiced at the school level once each year.
- D. Schools must review existing security measures and procedures within their schools and make adjustments as needed, adjustments are subject to available funding.

### III. Drills and Reporting

Schools shall conduct emergency and fire drills in accordance with state law.

#### A. Emergency drills

- 1. During each school year, elementary schools shall conduct emergency drills at least once each month during school time.
- 2. Schools must alternate one of the following practices or drills with required fire drills:
  - a. shelter in place;
  - b. earthquake;
  - c. lockdown for violence;
  - d. bomb threat;
  - e. civil disturbance;
  - f. flood;
  - g. hazardous materials spill;
  - h. utility failure;
  - i. wind or other types of severe weather;
  - j. parent and student reunification;
  - k. shelter and mass care for natural and technological hazards; or
  - l. an emergency drill appropriate for the particular school location.

#### B. Fire drills

- 1. Fire drills shall include the complete evacuation of all persons from the school building or the portion of the building used for educational purposes.
  - a. Schools may make an exception for the staff member responsible for notifying the local fire emergency contact and handling emergency communications.
- 2. At the beginning of each school year, all schools shall have one fire drill within the first ten school days after the beginning of classes.
- 3. All schools shall have at least one fire drill every other month throughout the school year.
- 4. Weather permitting, secondary schools (grades 7-12) shall conduct one fire drill ten school days after the beginning of the next calendar year.
  - a. If inclement weather causes a secondary school to miss the 10-day deadline for this fire drill, the school shall perform the required fire drill as soon as practicable after the missed deadline..
- 5. Schools that include both elementary and secondary grades in the school shall comply with the elementary emergency drill requirements.
- 6. The school shall notify the local fire department prior to each fire drill.

C. Schools must conduct at least one annual drill for school emergencies in addition to the drills required in sections A and B above.

D. The district and individual schools shall coordinate with local law enforcement and other public safety representative in determining and conducting appropriate drills for school safety emergencies.

#### E. Reporting

- 1. Schools must keep track of all fire and other emergency drills that have been conducted at that school.
- 2. By June 15 of each year, schools will submit copies of their Emergency Preparedness Certification form to school leadership and performance.
- 3. By July of each year, the district will certify to appropriate governmental entities, including the Utah State Board of Education, that all schools have presented their emergency plans to teachers, staff, and students, and their plans have been practiced at the school level and have been made available to parents, local law enforcement, and public safety representatives.