

Leadership...Service...Accountability

MEMORANDUM

TO:

District Superintendents/Charter School Administrators

FROM:

Martell Menlove, Ph.D.

State Superintendent of Public Instruction

DATE:

January 10, 2013

SUBJECT:

Emergency Response Plans

Utah Code 53A-3-402(18) requires each school board to develop, adopt, and implement a comprehensive emergency response plan. It requires that each local school board "certify to the State Board of Education that its plan has been practiced at the school level and presented to and reviewed by its teachers, administrators, students, and their parents and public safety representatives." The Code also requires each local school board to certify this to the State Board of Education by July 1 of each year. Although my experience is that the above is occurring, questions from government leaders and concerned citizens are unanswered because I do not have sufficient data concerning this critical topic.

This memorandum is notice that certification of complete implementation of Utah Code 53A-3-402(18) and Utah State Board of Education Rule R277-400 is expected prior to July 1, 2013 and such certification will be required each year thereafter. This certification will include at least certifying that:

- 1. Each school board has adopted and implemented a comprehensive emergency response plan;
- 2. The plan includes prevention, intervention, and response components;
- 3. Required inservice training for all staff was conducted;
- 4. The plan has been practiced at the school level;
- 5. The plan has been reviewed by teachers, administrators, students and their parents;
- 6. The plan has been presented to and reviewed by local law enforcement and public safety representatives;
- 7. The LEA has appointed an appropriate committee, with members as listed in R277-400, and that this group has met and reviewed the plan within the past three years.
- 8. The plan is available for public review;
- 9. Parents and staff have received a written notice of the relevant sections of the plan;
- 10. An Emergency Preparedness/Emergency Response week was designated and that appropriate activities were offered:
- 11. All drills as listed in R277-400 were conducted, and;
- 12. Each school has reviewed existing security measures and procedures within their schools and made adjustments as needed.

As such, I encourage all LEAs to immediately become aware of the requirements of 53A-3-402(18) as well as the requirements of State Board Rule R277-400 School Emergency Response Plans and take all

necessary actions needed to provide the above mentioned certification by July 1, 2013. I apologize for the additional time and resources that may be needed to complete and provide this certification. However, in light of recent incidents, we need to be ever more diligent in our efforts and I need to assure that the Utah Code and State Board Rules are implemented with fidelity.

I recognize that charter schools are not subject to 53A-3-402. However, R277-400 specifically lists public school districts, charter schools, and for the purpose of this rule, the Utah Schools for the Deaf and the Blind. As such, this certification is expected from all LEAs.

Attached to this memorandum is some initial work compiled by USOE to respond to questions we have been asked and additional references to and clarification of applicable Sections of the Utah Code and State Board Rule. We will also provide additional assistance and a copy of the certification form as we move toward the July 1, 2013 certification date.

I recognize and appreciate all that is currently being done to provide safety to students in Utah's public schools.

Thank you!

Attachment