



**SAMPLE
TEMPLATE**

**Utah State Office of Education
School Finance and Statistics**
250 East 500 South, PO Box 144200
Salt Lake City, Utah 84114-4200

H:\Jenefers\Compliance and Assurances

Date:

**ELEMENTARY SCHOOL LEVEL
EMERGENCY COMPLIANCE AND ASSURANCE FORM**

Schools should certify to the School District Administration/Charter School Board Chair the plan has been developed and customized to the specific needs and requirements of the facility, and has been practiced at the school level, presented to and reviewed by its teachers, administrators, students and their parents, local law enforcement, and public safety representatives consistent with Section 53A-3-402(18) and R277-400.

School Name: Grades Housed:

School Address: or Check Box if Charter School

Name of Individual Preparing Report: Preparer's E-Mail:

1. Emergency Preparedness and Emergency Response Plan has been practiced at the school level, presented to and reviewed by its teachers, administrators, students and their parents, local law enforcement, and public safety representatives? Yes Date No
2. School has appointed a committee to prepare, modify or adjust existing plan to meet individual school needs and features, to satisfy this rule, to include Governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels? Yes No
3. A copy of the plan has been sent to be filed in the LEA superintendent's or charter school director's office? Yes No
4. Parents and staff have received written notice of relevant sections of the plan, applicable to the school? Yes Date No
5. School Emergency Preparedness/Emergency Response week is designated prior to April 30th each school year? Yes Date No
6. The plan contains measures that assure students receive adequate educational services and supervision during school hours? Yes No
7. All school staff have been instructed that they are responsible to assure reasonable care and supervision of children until responsibility has been affirmatively assumed by another responsible party in evacuation procedures? Yes No
8. School staff are instructed that the release of a child below ninth grade at other than regularly scheduled hours is prohibited, unless the parent or another responsible person has been notified and has assumed responsibility for the child? Yes No
9. The plan contains measures to assure emergency preparedness training for students is age appropriate? Yes Training Date No

10. Fire Drills and Other Emergency Drills:

Elementary schools shall conduct emergency evacuation drills for fire **at least once each month** during times school is in session. The first fire drill shall be conducted within the first 10 days of school. Required emergency drills may be substituted every other time by a security or safety drill, to include: shelter in place; earthquake drills; or lock down for violence. **Note: Any school that includes both elementary and secondary grades shall comply with the elementary emergency drill requirements**

First Drill: <input type="text"/>	Second Drill: <input type="text"/>	Third Drill: <input type="text"/>	Fourth Drill: <input type="text"/>	Fifth Drill: <input type="text"/>
Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>
Sixth Drill: <input type="text"/>	Seventh Drill: <input type="text"/>	Eighth Drill: <input type="text"/>	Ninth Drill: <input type="text"/>	Tenth Drill: <input type="text"/>
Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>

11. At least one drill for school violence emergencies is conducted annually? Yes Date No
12. Student assistance programs such as care teams, school intervention programs, and interagency case management teams have been developed for the school? Yes No
13. There is coordination between school and local law enforcement, and other public safety representatives for school safety emergencies, including cooperative agreements with other governmental entities, as reasonably feasible and appropriate? Yes No
14. The plan delineates communication on channels and lines of authority with the LEA, city, county, and state, including instruction to school staff that, in the event of an emergency involving more than one LEA, or when state or federal assistance is involved, the superintendent for school districts and the local charter school board through its director are the respective chief officers? Yes No
15. School staff have been instructed that school personnel shall maintain control of public school students and facilities during the regular school day or until students are released to a parent or legal guardian, in the event of an emergency? Yes No
16. Does the school's emergency response plan include procedures to notify students, to the extent practicable, who are off campus at the time of a school violence emergency? Yes No

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