



Utah State Office of Education

School Finance and Statistics

250 East 500 South, PO Box 144200
Salt Lake City, Utah 84114-4200

DISTRICT LEVEL EMERGENCY COMPLIANCE AND ASSURANCE FORM

By July 1 of each year, each LEA shall certify to the Board that the LEA 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 consistent with Section 53A-3-402(18) and R277-400. In an effort to ensure compliance of this, an individual report shall be completed for each school district and every charter school. **Each report shall be submitted to USOE, no later than May 29, 2013.**

School District:

Date:

1. LEA has a policy in place to ensure Emergency Preparedness and Emergency Response Plan has been practiced at each school level, presented to and reviewed by its teachers, administrators, students and their parents, local law enforcement, and public safety representatives? Yes No
2. LEA references Emergency Response Plans, in the annual application for state or federal Safe and Drug Free School funds? Yes No
3. LEA appoints a committee to prepare plan(s) or modify existing plan(s) to meet individual school needs and features, to satisfy rule, to include Governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels?
 Yes No
4. LEA appoints appropriate persons, which may include: school administrators, district administrators, teachers, parents, governmental officers fire and law enforcement, at least once every three years to review the Emergency Preparedness and Emergency Response Plan(s)? Yes No
5. A copy of each school's plan has been received and filed in the LEA superintendent's office? Yes No
6. LEA has a policy to ensure parents and staff receive written notice of relevant sections of plan(s) applicable to their schools? Yes No
7. LEA has a policy to ensure school Emergency Preparedness/Emergency Response week is held prior to April 30 at each school? Yes No
8. LEA instructs school staff that students are to receive adequate educational services and supervision during school hours? Yes No
9. LEA has a policy to ensure school staff have been instructed as to their responsibility to assure reasonable care and supervision of children until responsibility has been affirmatively assumed by another responsible party in evacuation procedures? Yes No
10. LEA has a policy to ensure plans contain measures to assure emergency preparedness training for students is age appropriate? Yes No

11. Fire Drills and Other Emergency Drills:

Elementary schools shall conduct emergency evacuation drills for fire **at least once each month** during school sessions. **Secondary schools** shall conduct emergency evacuation drills for fire **at least every other month** during school sessions. **All schools:** 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 drill; or lock down for violence.

Note: Schools that include both elementary and secondary grades in the school shall comply, at a minimum, with the elementary emergency drill requirements.

LEA has policy in place to ensure each school conducts fire and emergency drills at each school as required? Yes No

12. LEA has policy in place to ensure each school conducts at least one drill for school violence emergencies annually? Yes No
13. LEA has a policy to ensure student assistance programs such as care teams, school intervention programs, and interagency case management teams have been developed for each school? Yes No
14. LEA has a policy and provides training for the appropriate coordination between schools and local law enforcement, and other public safety representatives for school safety emergencies, including cooperative agreements with other governmental entities, as reasonably feasible?
 Yes No
15. LEA ensures that school staff understands the delineation of 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
16. LEA ensures 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
17. LEA provides annual training for district and staff, including employees roles, responsibilities, and priorities? Yes No
18. LEA ensures participants standards and protections at school related activities, with special attention to those off school property? Yes No
19. LEA requires schools to review and make adjustments as necessary to existing security measures within schools? Yes No
20. LEA provide schools, as part of their regular curriculum, comprehensive violence prevention and intervention strategies, such as anger management, conflict resolution, and respect for diversity and other cultures? Yes No

Name of Individual Preparing Report:

Title of Preparer:

Preparer's E-Mail:

For proper delivery please select the submit button above, which will e-mail the form to: jenefer.youngfield@schools.utah.gov (801.538.7669). If you are unable to submit by e-mail you can e-mail a scanned printed form to Jenefer, fax it to 801.538.7729, or mail it to the address at the top of the page.