

**R277. Education, Administration.**

**R277-400. School Safety and Security.**

**R277-400-1. Authority, Purpose, and Oversight Category.**

- (1) This rule is authorized by:
  - (a) Utah Constitution Article X, Section 3 which vests general control and supervision of public education in the Board; and
  - (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the Board's duties and responsibilities under the Utah Constitution and state law.
- (2) The purpose of this rule is to:
  - (a) establish general criteria for emergency preparedness, emergency response, and emergency recovery plans;
  - (b) provide assistance for the implementation of the incident response method consistent with the requirements in Section 53G-8-805; and
  - (c) direct an LEA to:
    - (i) develop prevention, intervention, response, and recovery measures; and
    - (ii) prepare staff and students to respond promptly and appropriately to school emergencies; and
  - (c) protect the health and safety of all students.
- (3) This Rule R277-400 is categorized as Category 2 as described in Rule R277-111.

**R277-400-2. Definitions.**

- (1) "Active threat" means any incident which creates an immediate threat or imminent danger to the school campus community, facilities and transportation systems.
- (2) "Academics Recovery" means resuming educational programming, teaching and learning after an emergency.
- (3) "Business Services Recovery" means resuming operations that aid the provision of teaching and learning and other essential services after an emergency.
- (4) "Crisis" means an event that leads to physical or emotional distress;
- (5) "Crisis Response" means a protocol for the actions to take and individuals to involve following a crisis event.

(6) "Developmentally appropriate" means adapted to what a student is able to do chronologically, cognitively, physically, or emotionally.

(7) "Elementary School" means a school with grades K-6.

(8) "Emergency Preparedness Plan" means policies and procedures developed to promote the safety and welfare of students, protect Local Education Agency (LEA) property, or regulate the operation of schools during an emergency occurring within an LEA or a school. The purpose of which is to safeguard students, staff, and patrons before, during and after any emergency or disaster.

(9) "Emergency Recovery Plan" means policy and procedures developed to return the educational entity back to ordinary daily routine after an emergency by restoring programming, operations, and the school environment. The purpose of which is to manage immediate, short term, and long-term recovery from an emergency incident.

(10) "Emergency Response Plan" means a plan developed by an LEA or a school to prepare and protect students and staff in the event of natural disasters, technological or school security emergencies.

(11) "Evidence-based" has the same meaning as defined in Subsection 53G-11-303(1)(a).

(12) "Evidence-informed" has the same meaning as defined in Subsection 53G-11-303(1)(b).

(13) "Health, Wellbeing, and Behavioral Recovery" means awareness of community resources to assist the school community after an emergency.

(14) "Incident" means a natural or man-made disaster, accident, act of war, or other circumstance that could reasonably endanger the safety of school children or disrupt the operation of the school.

(15) "Incident response method" means a standardized interior marking system using a 100' x 100' grid.

(16) "K-12 School Campus" has the same meaning as defined in Subsection 53G-8-102(4).

(17) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and the Blind.

(18) "Main entrance or address side" means the side of the building identified as the official main entry point or side bearing the building's designated address.

(19) "Physical and Structural Recovery" means restoring buildings, equipment, and supplies after an emergency.

(20) "Physical Space" has the same meaning as defined in Subsection 53G-8-102(5).

(21) "Plan" means an LEA's or a school's emergency preparedness, emergency response, and emergency recovery plans.

(22) "Quadrant designation" means the alphanumeric label assigned to each grid square.

(23) "Safe Messaging" means strategies and styles for communicating about the topic of suicide.

(24) "SafeUT" means the crisis line established in Section 53B-17-1202.

(25) "School safety and security director" means the LEA point of contact for the county security chief, local law enforcement, and the state security chief, as described in Subsection 53G-8-701(8).

(26) "School safety" has the same meaning as defined in Subsection 53G-8-102(6).

(27) "School safety and security specialist" means a school employee who is responsible for supporting school safety initiatives, including the threat assessment described in Subsection 53G-8-701(6).

(28) "Secondary School" means a school with any of the grades 7-12.

(29) "Student Threat assessment" has the same meaning as defined in Subsection R277-100-1(31).

### **R277-400-3. Establishing LEA Emergency Preparedness, Emergency Response, and Emergency Recovery Plans.**

(1) By July 1 of each year, an LEA shall certify to the Superintendent that the LEA's emergency preparedness, emergency response, and emergency recovery plans have been:

(a) practiced at the school level; and

(b) presented to and reviewed by its teachers, administrators, students and parents, local law enforcement, and public safety representatives consistent with Subsection 53G-4-402(20)(d).

(2)(a) An LEA's plans shall be designed to meet individual school needs and features.

(b) An LEA may direct schools within the LEA to develop and implement individual plans.

(c) An LEA shall make new staff aware of the LEA's emergency preparedness, emergency response, and emergency recovery plans upon orientation.

(3)(a) An LEA shall appoint a committee to prepare or modify plans to satisfy this Rule R277-400 and Subsection 53G-4-402(20).

(b) The committee shall consist of appropriate school and community representatives, which may include:

- (i) school and LEA administrators;
- (ii) school safety directors;
- (iii) school safety and security specialists;
- (iv) school nurses;
- (v) teachers;
- (vi) parents;
- (vii) community and municipal governmental officers; and
- (viii) fire and law enforcement personnel.

(c) The committee shall include governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels.

(4) An LEA shall review plans at least once every three years.

(5) The Superintendent shall develop Emergency Response Plan models under Subsection 53G-4-402(20)(c).

#### **R277-400-4. Notice and Preparation.**

(1) Each school shall file a copy of plans required by this Rule R277-400 with the LEA superintendent or charter school director.

(2) At the beginning of each school year, an LEA or school shall provide a written notice to parents and staff of sections of an LEA's and school's plans that are applicable to that school.

(3) A school shall designate an Emergency Preparedness, Emergency Response, and Emergency Recovery week each year before April 30 which shall have activities that may include:

- (a) community, student and teacher awareness;
- (b) emergency preparedness or active threat response training; or
- (c) other activities as outlined in Sections R277-400-7 and R277-400-8.

(4) A school's emergency response plan shall include procedures to notify students, to the extent practicable, who are off campus at the time of a school violence emergency consistent with Subsection 53G-4-402(20)(b)(v).

#### **R277-400-5. Plan Content--Educational Services and Student Supervision and Building Access.**

- (1) An LEA's or a school's plan shall include:
  - (a) procedures to ensure reasonably adequate educational services and supervision are provided for during an emergency including an extended emergency situation;
  - (b) Implementation and maintenance of the incident response method established by the state security chief, which requires:
    - (i) a 100 ft x 100 ft grid system overlaying the interior rooms and hallways of the building, including multiple levels if applicable;
    - (ii) beginning the grid with quadrant "A1" located at the bottom left corner of the building footprint when viewed from the main entrance or address side;
    - (iii) aligning row "A" with the main entrance or address side of the building, and continue designations sequentially across each row (A1, A2, A3...) and upward by rows (B1, B2, B3...);
    - (iv) ensuring the interior room and hallway being clearly marked with its assigned quadrant designation in a manner visible to building occupants and emergency responders; and

- (v) markings being maintained and remaining legible at all times."
- (c) evacuation procedures that provide reasonable care and supervision of a student until the student is released to a responsible party.
  - (i) An LEA or school shall not release a student grade 8 or below unless a parent or other responsible person has been notified and assumed responsibility for the student.
  - (ii) A school official may release a student grade 9 and above without such notification if authorized by the LEA or school and the school official determines:
    - (A) the student is reasonably responsible; and
    - (B) notification is not practicable.
  - (c)(i) as determined by a local board or governing authority, procedures regarding access to public school buildings by:
    - (A) students;
    - (B) community members;
    - (C) lessees;
    - (D) invitees; and
    - (E) others.
  - (ii) procedures regarding access:
    - (A) may include restricted access for some individuals;
    - (B) shall address building access during identified time periods; and
    - (C) shall address possession and use of school keys by designated administrators and employees.
- (d) resources and materials available for emergency training for an LEA's employees.

**R277-400-6. Emergency Preparedness Training for School Occupants.**

- (1) An LEA's or a school's plan shall include standard response protocols as established by the state security chief and shall provide procedures for students and adults to receive developmentally appropriate and age-appropriate emergency preparedness training including:

- (a) rescue techniques;

- (b) first aid;
- (c) Hold, Secure, Lockdown, Evacuate, and Shelter protocols;
- (d) Avoid, Deny, Defend, and Aid protocols;
- (e) reunification method;
- (f) safety measures appropriate for specific emergencies; and
- (g) other emergency skills.

(2) An LEA shall conduct emergency and fire drills in accordance with Section 15A-5-202.5.

**R277-400-7. Emergency Response Review and Coordination.**

- (1) For purposes of emergency response review and coordination an LEA shall:
  - (a) provide an annual training for LEA and school building staff regarding an employee's roles, responsibilities, and priorities in the emergency response plan.
  - (b) require a school to review existing security measures and procedures within the school and make necessary adjustments as funding permits.
  - (c) develop standards and protections for participants and attendees at school-related activities, especially school-related activities off school property.
- (2) An LEA or school shall coordinate with local law enforcement and other public safety representatives in appropriate drills for school safety emergencies.

**R277-400-8. Emergency Recovery Plan Content.**

- (1) An LEA's or a school's recovery plan shall address the following four types of recovery:
  - (a) Academics Recovery;
  - (b) Business Services Recovery;
  - (c) Health, Wellbeing, and Behavioral Recovery; and
  - (d) Physical and Structural Recovery.

**R277-400-9. Prevention and Intervention.**

(1)(a) Each k-12 public school shall implement an evidence-based threat assessment that provides a process for multidisciplinary teams to determine the severity of a threat and what course of action to take.

(b) Each k-12 public school shall utilize a multidisciplinary team that may:

- (i) review school safety related data;
- (ii) consult on case-specific interventions and disciplinary actions;
- (iii) use threat assessment outcomes to inform the disciplinary process;
- (iv) involve parents in the intervention process; and
- (v) suggest referrals to evidence-informed resources as appropriate.

(2) An LEA's multidisciplinary team shall include a school administrator as the leader, the school safety and security specialist, and any other individuals needed as determined by the LEA, including:

- (a) the school safety and security director;
- (b) a school resource officer or local law enforcement officer;
- (c) one or more mental health professionals such as:
  - (i) counselors;
  - (ii) psychologists;
  - (iii) and social workers.
- (d) a member with expertise in general and special education; and
- (e) other community members.

(3) In developing student assistance programs, an LEA may coordinate with other agencies and the Superintendent.

(4) Each k-12 public school shall designate a school safety and security specialist who:

- (a) is employed at the school;
- (b) is trained and acts in accordance with Section 53G-8-701.6; and
- (c) oversees school safety and security practices to ensure a safe and secure school environment for students and staff.

(5) An LEA shall provide a school comprehensive violence prevention and intervention strategies as part of a school's regular curriculum including:

- (a) resource lessons and materials on anger management;

- (b) conflict resolution; and
- (c) respect for diversity and other cultures.

(6) As part of a violence prevention and intervention strategy in Subsection (5), a school may provide age-appropriate instruction on firearm safety including appropriate steps to take if a student sees a firearm or facsimile in school.

(7) An LEA shall also develop or incorporate tiered student assistance programs to the extent resources permit.

**R277-400-10. School Safety and Security Training Program.**

(1) The following personnel shall attend the annual School Safety and Security Training Program as described in Section 53G-8-702:

- (a) school principals;
- (b) school safety personnel described in Section 53G-8-701.5; and
- (c) others as invited by the LEA.

(2) The annual School Safety and Security Training Program shall take place no later than October 15<sup>th</sup> of each year.

**R277-400-11. School and Individual Crisis Response Protocol.**

(1) An LEA shall be able to respond to a school or community crisis by:

(a) developing a staff notification process to inform staff of a crisis in a timely manner;

(b) identifying and keeping record of:

(i) crisis response professionals who may assist in crisis response; and

(ii) resources and community partnerships for follow-up or intensive care after a crisis.

(c) adopting a student and parent notification policy that utilizes safe messaging; and

(d) establishing a multidisciplinary team as described in Subsection R277-400-8(3) to identify interventions for students who may be highly impacted by a crisis.

(2) If an LEA has implemented SafeUT, the LEA shall identify one or more SafeUT liaisons who:

- (a) provide information from SafeUT to relevant stakeholders;
- (b) communicate with SafeUT concerning updates and feedback; and
- (c) attend an annual SafeUT training provided by the Superintendent.

**R277-400-12. Cooperation With Governmental Entities.**

- (1) As appropriate, an LEA may enter into cooperative agreements with other governmental entities to establish proper coordination and support during emergencies.
- (2)(a) An LEA shall cooperate with other governmental entities to provide emergency relief services.
- (b) An LEA's or a school's plans shall contain procedures for assessing and providing the following for public emergency needs:
  - (a) school facilities;
  - (b) equipment; and
  - (c) personnel.
- (3) A plan shall delineate communication channels and lines of authority within the LEA, city, county, and state.
  - (a) The Superintendent, is the chief officer for emergencies involving more than one LEA, or for state or federal assistance; and
  - (b) A local governing board, through its superintendent or director, is the chief officer for an LEA emergencies.

**R277-400-12. Compliance Timeline for Safety and Security Standards.**

- (1) A school shall comply with the incident response method for K-12 school buildings under Section R277-400-3:
  - (a) immediately for new school building construction and design projects;
  - (b) by school year 2034-2035 for existing school buildings.
- (2) An LEA shall ensure that for all new builds and remodels, minimum safety standards are evaluated and approved as outlined in Section 53-22-102.

**R277-400-13. Fiscal Accountability.**

(1) An LEA or a school plan shall address procedures for recording an LEA's funds expected for:

- (a) emergencies;
- (b) assessing and repairing damage; and
- (c) seeking reimbursement for emergency expenditures.

**R277-400-14. School Carbon Monoxide Detection.**

(1) A new educational facility shall have a carbon monoxide detection system installed consistent with International Fire Code (IFC), Chapter 9, Sections 915 through 915.4.5

(2) An existing educational facility shall have a carbon monoxide detection system installed consistent with International Fire Code (IFC), Chapter 11, Section 1103.9.

(3) Where required, an LEA shall provide a carbon monoxide detection system where a fuel-burning appliance, a fuel-burning fireplace, or a fuel-burning forced air furnace is present consistent with IFC 915.1.

(4) An LEA shall install each carbon monoxide detection system consistent with NFPA 720 and the manufacturer's instructions, and listed systems as complying with UL 2034 and UL 2075.

(5) An LEA shall install each carbon monoxide detection system in the locations specified in NFPA 720.

(6) A combination carbon monoxide smoke detector is an acceptable alternative to a carbon monoxide detection system if the combination carbon monoxide and smoke detector is listed consistent with UL 2075 and UL 268.

(7)(a) Each carbon monoxide detection system shall receive primary power from the building wiring if the wiring is served from a commercial source.

(b) If primary power is interrupted, a battery shall provide each carbon monoxide detection system with power.

(c) The wiring for a carbon monoxide detection system shall be permanent and without a disconnecting switch other than that required for over-current protection.

(8) An LEA shall maintain all carbon monoxide detection systems consistent with IFC 915 and NFPA 720.

(9) Performance-based alternative design of carbon monoxide detection systems is acceptable consistent with NFPA 720, Section 6.5.5.6.

(10) An LEA shall monitor carbon monoxide detection systems remotely consistent with NFPA 720.

(11) An LEA shall replace a carbon monoxide detection system that becomes inoperable or begins to produce end-of-life signals.

**KEY: carbon monoxide detectors, emergency preparedness, disasters, safety education**

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**Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-401(4); 53G-4-402(1)(b)**