

1 **R277. Education, Administration.**

2 **R277-400. School Facility Emergency and Safety.**

3 **R277-400-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3 which vests general control and  
6 supervision of public education in the Board; and

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the  
8 Board's duties and responsibilities under the Utah Constitution and state law.

9 (2) The purpose of this rule is to:

10 (a) establish general criteria for emergency preparedness and emergency response  
11 plans; and

12 (b) direct LEAs to

13 (i) develop prevention, intervention, and response measures; and

14 (ii) prepare staff and students to respond promptly and appropriately to school  
15 emergencies.

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

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

20 2 "Emergency Preparedness Plan" means policies and procedures developed to  
21 promote the safety and welfare of students, protect school property, or regulate the  
22 operation of schools during an emergency occurring within an LEA or a school.

23 (3) "Emergency Response Plan" means a plan developed by an LEA or school to  
24 prepare and protect students and staff in the event of school violence emergencies.

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

27 (5) "Plan" means an LEA's or school's emergency preparedness and emergency  
28 response plan.

29 **R277-400-3. Establishing LEA Emergency Preparedness and Emergency**  
30 **Response Plans.**

31 (1) By July 1 of each year, each LEA shall certify to the Superintendent that the  
32 LEA emergency preparedness and emergency response plan has been:

33 (a) practiced at the school level; and

34 (b) presented to and reviewed by its teachers, administrators, students and their  
35 parents, local law enforcement, and public safety representatives consistent with  
36 Subsection 53G-4-402(18).

37 (2) As a part of an LEA's annual application for state or federal Safe and Drug Free  
38 School funds, the LEA shall reference its Emergency Response plan.

39 (3)(a) LEA plans shall be designed to meet individual school needs and features.

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

42 (4)(a) An LEA shall appoint a committee to prepare plans or modify existing plans to  
43 satisfy this Rule R277-400.

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

46 (i) school and LEA administrators;

47 (ii) teachers;

48 (iii) parents;

49 (iv) community and municipal governmental officers; and

50 (v) fire and law enforcement personnel.

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

53 (5) An LEA shall review plans required this rule at least once every three years.

54 (6) The Superintendent shall develop Emergency Response Plan models under  
55 Subsection 53G-4-402(18)(c).

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

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

59 (2) At the beginning of each school year, an LEA or school shall send or provide  
60 online a written notice to parents and staff of sections of LEA and school plans, which are  
61 applicable to that school.

62 (3)(a) A school shall designate an Emergency Preparedness/Emergency  
63 Response week prior to April 30 of each school year.

64 (b) An LEA shall offer appropriate activities, such as community, student, and  
65 teacher awareness, or training, including those outlined in Sections R277-400-7 and 8,  
66 during the week.

67 (4) A school's emergency response plan shall include procedures to notify  
68 students, to the extent practicable, who are off campus at the time of a school violence  
69 emergency consistent with Subsection 53G-4-402(18)(b)(v).

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

72 (1) An LEA's plan shall contain measures that assure that school children receive  
73 reasonably adequate educational services and supervision during school hours during an  
74 emergency and for education services in an extended emergency situation.

75 (2) An LEA plan shall include evacuation procedures that assure reasonable care  
76 and supervision of children until responsibility has been affirmatively assumed by another  
77 responsible party.

78 (a) An LEA or school shall not release children younger than ninth grade age at  
79 other than regularly scheduled release times unless a parent or other responsible person  
80 has been notified and assumed responsibility for the children.

81 (b) An LEA or school may release an older student without such notification if a  
82 school official determines that the student is reasonably responsible and notification is not  
83 practicable.

84 (3)(a) An LEA plan, as determined by the LEA board, shall address access to public  
85 school buildings by:

86 (i) students;

87 (ii) community members;

88 (iii) lessees;

89 (iv) invitees; and

90 (v) others.

91 (b) An LEA access plan:

92 (i) may include restricted access for some individuals;

93 (ii) shall address building access during identified time periods; and  
94 (iii) shall address possession and use of school keys by designated administrators  
95 and employees.

96 (4) An LEA's or school's plan shall identify resources and materials available for  
97 emergency training for LEA employees.

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

99 (1) An LEA's or school's emergency preparedness and emergency response plan shall  
100 contain measures which assure that school children receive emergency preparedness  
101 training.

102 (2) LEAs shall provide school children with training appropriate to their ages in  
103 rescue techniques, first aid, safety measures appropriate for specific emergencies, and  
104 other emergency skills.

105 (3) During each school year, elementary schools shall conduct emergency drills at  
106 least once each month during school time.

107 (4) LEAs shall alternate one of the following practices or drills with required fire  
108 drills:

109 (a) shelter in place;

110 (b) earthquake;

111 (c) lock down or lock out for violence;

112 (d) bomb threat;

113 (e) civil disturbance;

114 (f) flood;

115 (g) hazardous materials spill;

116 (h) utility failure;

117 (i) wind or other types of severe weather;

118 (j) parent and student reunification;

119 (k) shelter and mass care for natural and technological hazards; or

120 (l) an emergency drill appropriate for the particular school location.

121 (5)(a) Fire drills shall include the complete evacuation of all persons from the  
122 school building or the portion of the building used for educational purposes.

123 (b) An LEA or school may make an exception for the staff member responsible for  
124 notifying the local fire emergency contact and handling emergency communications.

125 (6) All schools shall have one fire drill in the first 10 days of the regular school  
126 year.

127 (7) Elementary schools (grades K-6) shall have at least one fire drill every other  
128 month throughout the school year.

129 (8) In accordance with Section 15A-5-202.5, a secondary school (grades 7-12)  
130 shall have:

131 (a) at least one fire drill every two months throughout the school year; and

132 (b) one fire drill in the first 10 days of after the beginning of classes.

133 (9) When required by the local fire chief,(an) LEA shall notify the local fire  
134 department prior to each fire drill.

135 (10) When a fire alarm system is provided, an LEA shall initiate by activation of the  
136 fire alarm system.

137 (11) Schools that include both elementary and secondary grades in the school  
138 shall comply, at a minimum, with the elementary emergency drill requirements.

139 (12) In cooperation with the LEA's local law enforcement agency, an LEA shall:

140 (a) establish a parent and student reunification plan for each school within the LEA;

141 (b) as part of the LEA's registration and enrollment process, annually provide  
142 parents a summary of parental expectations and notification procedures related to the  
143 LEA's parent and student reunification plan; and

144 (c) require each school within the LEA to publish the information described in  
145 Subsection (12)(b) on the school's website.

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

147 (1) An LEA shall provide an annual training for LEA and school building staff on  
148 employees' roles, responsibilities and priorities in the emergency response plan.

149 (2) An LEA shall require schools to conduct at least one annual drill for school  
150 emergencies in addition to drills required under Section R277-400-6, which shall be held  
151 no later than October 1 annually.

152 (3) An LEA shall require schools to review existing security measures and

153 procedures within their schools and make adjustments as needs demonstrate and funds  
154 are available.

155 (4) An LEA shall develop standards and protections to the extent practicable for  
156 participants and attendees at school-related activities, with special attention to those off  
157 school property.

158 (5) An LEA or school shall coordinate with local law enforcement and other public  
159 safety representatives in appropriate drills for school safety emergencies.

160 **R277-400-8. Prevention and Intervention.**

161 (1) An LEA shall provide schools, as part of their regular curriculum,  
162 comprehensive violence prevention and intervention strategies, such as resource lessons  
163 and materials on anger management, conflict resolution, and respect for diversity and other  
164 cultures.

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

168 (3) An LEA shall also develop, to the extent resources permit, student assistance  
169 programs, such as care teams, school intervention programs, and interagency case  
170 management teams.

171 (4) In developing student assistance programs, an LEA should coordinate with and  
172 seek support from other state agencies and the Superintendent.

173 **R277-400-9. Cooperation With Governmental Entities.**

174 (1) As appropriate, an LEA may enter into cooperative agreements with other  
175 governmental entities to assure proper coordination and support during emergencies.

176 (2)(a) An LEA shall cooperate with other governmental entities, as reasonably  
177 feasible, to provide emergency relief services.

178 (b) An LEA's or school's plans required by this rule shall contain procedures for  
179 assessing and providing school facilities, equipment, and personnel to meet public  
180 emergency needs.

181 (3) A plan developed under this rule shall delineate communication channels and  
182 lines of authority within the LEA, city, county, and state.

183 (a) The superintendent, is the chief officer for emergencies involving more than one  
184 LEA, or for state or federal assistance; and

185 (b) A local governing board, through its superintendent or director, is the chief  
186 officer for LEA emergencies.

187

188 **R277-400-10. Fiscal Accountability.**

189 An LEA or school plan required under this rule shall address procedures for  
190 recording LEA funds expected for emergencies, for assessing and repairing damage, and  
191 for seeking reimbursement for emergency expenditures.

192 **R277-400-11. School Carbon Monoxide Detection.**

193 (1) A new educational facility shall have a carbon monoxide detection system  
194 installed consistent with International Fire Code (IFC), Chapter 9, Sections 908.7.2.1  
195 through 908.7.2.6.

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

198 (3) Where required, an LEA shall provide a carbon monoxide detection system  
199 where a fuel-burning appliance, a fuel-burning fireplace, or a fuel-burning forced air  
200 furnace is present consistent with IFC 908.7.2.1.

201 (4) An LEA shall install each carbon monoxide detection system consistent with  
202 NFPA 720 and the manufacturer's instructions, and listed systems as complying with UL  
203 2034 and UL 2075.

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

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

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

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

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

215 (8) An LEA shall maintain all carbon monoxide detection systems consistent with  
216 IFC 908.7.2.5 and NFPA 720.

217 (9) Performance-based alternative design of carbon monoxide detection systems  
218 is acceptable consistent with NFPA 720, Section 6.5.4.5.

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

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

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

224 **Date of Enactment or Last Substantive Amendment:**

225 **Notice of Continuation: February 13, 2014**

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

227 **53G-4-402(1)(b)**