

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
11 response 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[-]; and

16 (c) protect the health and safety of all students.

17

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

19 (1) "Crisis" means an event that leads to physical or emotional distress;

20 (2) "Crisis Response" means a protocol for the actions to take and individuals to
21 involve following a crisis event.

22 (3) "Elementary School" means a school with grades K-5.

23 ([4]4) "Emergency" means a natural or man-made disaster, accident, act of war,
24 or other circumstance that could reasonably endanger the safety of school children or
25 disrupt the operation of the school.

26 ([2]5) "Emergency Preparedness Plan" means policies and procedures developed
27 to promote the safety and welfare of students, protect school property, or regulate the
28 operation of schools during an emergency occurring within an LEA or a school.

29 ([3]6) "Emergency Response Plan" means a plan developed by an LEA or school

30 to prepare and protect students and staff in the event of school violence emergencies.

31 ([4]7) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and
32 the Blind.

33 ([5]8) "Plan" means an LEA's or school's emergency preparedness and
34 emergency response plan.

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

37 (10) "Secondary School" means a school with any of the grades [6]7-12.

38

39 **R277-400-3. Establishing LEA Emergency Preparedness and Emergency**
40 **Response Plans.**

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

43 (a) practiced at the school level; and

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

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

49 ([3]2)(a) LEA plans shall be designed to meet individual school needs and
50 features.

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

53 ([4]3)(a) An LEA shall appoint a committee to prepare plans or modify existing
54 plans to satisfy this Rule R277-400.

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

57 (i) school and LEA administrators;

58 (ii) teachers;

59 (iii) parents;

60 (iv) community and municipal governmental officers; and

61 (v) fire and law enforcement personnel.

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

64 ~~(5)~~4) An LEA shall review plans required this rule at least once every three years.

65 ~~(6)~~5) The Superintendent shall develop Emergency Response Plan models under
66 Subsection 53G-4-402(18)(c).

67

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

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

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

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

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

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

82

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

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

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

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

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

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

- 99 (i) students;
 - 100 (ii) community members;
 - 101 (iii) lessees;
 - 102 (iv) invitees; and
 - 103 (v) others.
- 104 (b) An LEA access plan:
- 105 (i) may include restricted access for some individuals;
 - 106 (ii) shall address building access during identified time periods; and
 - 107 (iii) shall address possession and use of school keys by designated administrators
108 and employees.

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

111

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

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

116 (2) LEAs shall provide school children with training appropriate to their ages in

117 rescue techniques, first aid, safety measures appropriate for specific emergencies, and
118 other emergency skills.

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

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

123 (a) shelter in place;

124 (b) earthquake;

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

126 (d) bomb threat;

127 (e) civil disturbance;

128 (f) flood;

129 (g) hazardous materials spill;

130 (h) utility failure;

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

132 (j) parent and student reunification;

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

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

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

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

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

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

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

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

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

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

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

151 (11) A [S]school[s] that includes both elementary and secondary grades in the
152 school shall comply, at a minimum, with the elementary emergency drill requirements.

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

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

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

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

161

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

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

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

168 (3) An LEA shall require schools to review existing security measures and
169 procedures within their schools and make adjustments as needs demonstrate and funds
170 are available.

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

174 (5) An LEA or school shall coordinate with local law enforcement and other public

175 safety representatives in appropriate drills for school safety emergencies.

176

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

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

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

185 (3) An LEA shall also develop or incorporate, to the extent resources permit~~[-]~~;

186 (a) tiered student assistance programs[-];

187 (b) social-emotional learning [curriculum];

188 (c) support though multi-disciplinary teams, such as care teams, [school
189 intervention programs, and interagency case management teams.]that may:

190 (i) review school safety related data;

191 (ii) conduct threat assessments;

192 (iii) consult on case-specific interventions and disciplinary actions;

193 (iv) involve parents in the intervention process; and

194 (v) suggest referrals to resources as appropriate;

195 (4) An LEA's multi-disciplinary school team as described in Subsection
196 R277-400-8(3) may include:

197 (a) administration personnel;

198 (b) local law enforcement or a school resource officer;

199 (c) a mental health professional; and

200 (d) a general education or special education teacher.

201 ~~[(4)](5) In developing student assistance programs, an LEA should coordinate with~~
202 ~~and seek support from other state agencies and the Superintendent.~~

203

204 **R277-400-9. School and Individual Crisis Response Protocol.**

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

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

208 (b) identifying and keeping record of:

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

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

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

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

216 (2) If an LEA has implemented SAFEUT, the LEA shall ~~may~~ identify one or more
217 SAFEUT liaisons who:

218 (a) provides information from SAFEUT to relevant stakeholders;

219 (b) communicates with SAFEUT concerning updates and feedback; and

220 (c) attends an annual SAFEUT training provided by the Superintendent.

221

222 **R277-400-[9]10. Cooperation With Governmental Entities.**

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

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

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

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

232 (a) The superintendent, is the chief officer for emergencies involving more than

233 one LEA, or for state or federal assistance; and

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

236

237 **R277-400-11~~[0]~~. Fiscal Accountability.**

238 (1) An LEA or school plan required under this rule shall address procedures for
239 recording LEA funds expected for emergencies, for assessing and repairing damage, and
240 for seeking reimbursement for emergency expenditures.

241

242 **R277-400-12~~[4]~~. School Carbon Monoxide Detection.**

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

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

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

251 (4) An LEA shall install each carbon monoxide detection system consistent with
252 NFPA 720 and the manufacturer's instructions, and listed systems as complying with UL
253 2034 and UL 2075.

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

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

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

261 (b) If primary power is interrupted, a battery shall provide each carbon monoxide

262 detection system with power.

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

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

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

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

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

273

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

276 **Date of Enactment or Last Substantive Amendment: ~~October 16, 2018~~2019**

277 **Notice of Continuation: February 8, 2019**

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

279 **53G-4-402(1)(b)**