

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~~6.

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) "SafeUT" means the crisis line established in Section 53B-17-1202;

38 ~~\_\_\_\_\_~~ ~~[(10)]~~(11) "Secondary School" means a school with any of the grades ~~[6]~~7-12.  
39

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

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

44 (a) practiced at the school level; and

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

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

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

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

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

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

58 (i) school and LEA administrators;

- 59 (ii) teachers;  
60 (iii) parents;  
61 (iv) community and municipal governmental officers; and  
62 (v) fire and law enforcement personnel.

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

65 ~~(5)~~4) An LEA shall review plans required this rule at least once every three years.

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

68

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

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

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

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

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

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

83

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

86 (1) An LEA's plan shall contain measures that assure that school children receive  
87 reasonably adequate educational services and supervision during school hours during an

88 emergency and for education services in an extended emergency situation.

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

92 (a) An LEA or school shall not release [~~children younger than ninth grade~~]a  
93 student grade 8 or below~~[-age-at]~~ other than regularly scheduled release times unless a  
94 parent or other responsible person has been notified and assumed responsibility for the  
95 children.

96 (b) An LEA or school may release a~~n~~ [~~elder student~~]student grade 9 and above  
97 without such notification if a school official determines that the student is reasonably  
98 responsible and notification is not practicable.

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

- 101 (i) students;
- 102 (ii) community members;
- 103 (iii) lessees;
- 104 (iv) invitees; and
- 105 (v) others.

106 (b) An LEA access plan:

- 107 (i) may include restricted access for some individuals;
- 108 (ii) shall address building access during identified time periods; and
- 109 (iii) shall address possession and use of school keys by designated administrators  
110 and employees.

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

113

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

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

117 preparedness training.

118 (2) An LEA[s] shall provide [~~school children~~]a student with training appropriate to  
119 [~~their~~]the student's age[s] in rescue technique[s], first aid, safety measure[s] appropriate for  
120 a specific emergency[ies], and [~~either~~]any other emergency skill[s].

121 (3) During each school year, an elementary school[s] shall conduct emergency  
122 drills at least once each month during school time.

123 (4) An LEA[s] shall alternate one of the following practices or drills with required  
124 fire drills:

125 (a) shelter in place;

126 (b) earthquake;

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

128 (d) bomb threat;

129 (e) civil disturbance;

130 (f) flood;

131 (g) hazardous materials spill;

132 (h) utility failure;

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

134 (j) parent and student reunification;

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

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

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

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

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

143 (7) An Elementary school[s] [~~(grades K-6)~~] shall have at least one fire drill every  
144 [~~either~~]two month throughout the school year.

145 (8) In accordance with Section 15A-5-202.5, a secondary school [~~(grades 7-12)~~]

146 shall have:

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

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

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

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

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

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

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

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

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

163

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

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

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

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

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

175 school property.

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

178

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

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

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

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

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

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

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

192 (i) review school safety related data;

193 (ii) conduct threat assessments;

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

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

196 (v) suggest referrals to resources as appropriate;

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

199 (a) administration personnel;

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

201 (c) a mental health professional; and

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

203 ~~[(4)](5) In developing student assistance programs, an LEA should coordinate with~~

204 and seek support from other state agencies and the Superintendent.

205

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

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

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

210 (b) identifying and keeping record of:

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

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

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

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

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

220 (a) provide s information from SafeUT to relevant stakeholders;

221 (b) communicate s with SafeUT concerning updates and feedback; and

222 (c) attend s an annual SafeUT training provided by the Superintendent.

223

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

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

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

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

232 (3) A plan developed under this rule shall delineate communication channels and

233 lines of authority within the LEA, city, county, and state.

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

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

238

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

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

243

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

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

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

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

253 (4) An LEA shall install each carbon monoxide detection system consistent with  
254 NFPA 720 and the manufacturer's instructions, and listed systems as complying with UL  
255 2034 and UL 2075.

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

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

261 (7)(a) Each carbon monoxide detection system shall receive primary power from

262 the building wiring if the wiring is served from a commercial source.

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

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

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

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

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

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

275

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

278 **Date of Enactment or Last Substantive Amendment: ~~[October 16, 2018]~~2019**

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

280 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-401(4);**  
281 **53G-4-402(1)(b)**