



# Utah State Office of Education School Finance and Statistics

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

Date:

## SCHOOL 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, an individual report shall be completed for each school in each school district and every charter school. **Each report must be submitted to WCSD District office of Student Services**

School Name:  Grades Housed:  School District:

School Address:  or  Check Box if Charter School

- 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?  Yes Date   No
- School has appointed a committee to prepare, modify or adjust existing plan to meet individual school needs and features, to satisfy this rule, to include Governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels?  Yes  No
- A copy of the plan has been sent to be filed in the LEA superintendent's or charter school director's office?  Yes  No
- Parents and staff have received written notice of relevant sections of the plan, applicable to the school?  Yes Date   No
- School Emergency Preparedness/Emergency Response week is designated prior to April 30th each school year?  Yes Date   No
- The plan contains measures that assure students receive adequate educational services and supervision during school hours?  Yes  No
- All school staff have been instructed that they are responsible to assure reasonable care and supervision of children until responsibility has been affirmatively assumed by another responsible party in evacuation procedures?  Yes  No
- School staff are instructed that the release of a child below ninth grade at other than regularly scheduled hours is prohibited, unless the parent or another responsible person has been notified and has assumed responsibility for the child?  Yes  No
- The plan contains measures to assure emergency preparedness training for students is age appropriate?  Yes Training Date   No
- 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 drills; 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.**

Select school type reporting for:  
 Secondary School  
 Elementary School

First Drill: <input type="text"/>	Second Drill: <input type="text"/>	Third Drill: <input type="text"/>	Fourth Drill: <input type="text"/>	Fifth Drill: <input type="text"/>
Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>
Sixth Drill: <input type="text"/>	Seventh Drill: <input type="text"/>	Eighth Drill: <input type="text"/>	Ninth Drill: <input type="text"/>	Tenth Drill: <input type="text"/>
Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>

- At least one drill for school violence emergencies is conducted annually?  Yes Date   No
- Student assistance programs such as care teams, school intervention programs, and interagency case management teams have been developed for the school?  Yes  No
- There is coordination between school and local law enforcement, and other public safety representatives for school safety emergencies, including cooperative agreements with other governmental entities, as reasonably feasible and appropriate?  Yes  No
- The plan delineates 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
- 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

Name of Individual Preparing Report:  Title of Preparer:

Preparer's E-Mail:

You may e-mail the form to: [jan.prince@washk12.org](mailto:jan.prince@washk12.org) (435-673-3553 x 5164).