

Adoption of Plan—

Pursuant to [Utah Code § 53A-3-402\(18\)](#), the Board shall adopt and implement a comprehensive emergency response plan to prevent and combat violence in the schools, on school grounds, on school vehicles, and in connection with school-related activities and events. Existing plans shall be modified as needed to conform to the requirements of rules issued by the State Board of Education. Plans shall be reviewed at least once every three years and updated as needed.

[Utah Code § 53A-3-402\(18\)\(a\) \(2016\)](#)

[Utah Admin. Rules R277-400-3.D, E \(October 9, 2014\)](#)

Emergency Response Plan Committee—

The Board of Education shall appoint a committee to assist with development or revision or review of emergency response plans. The committee shall consist of appropriate school and community representatives and may include administrators, teachers, parents, officers of other governmental entities (municipalities, counties, or others), and fire and law enforcement personnel. The committee shall include representatives of governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels.

[Utah Admin. Rules R277-400-3.D \(October 9, 2014\)](#)

Contents of Plan—

The District Comprehensive Emergency Response Plan shall:

1. include prevention, intervention, and response components;
2. be consistent with the student conduct and discipline policies required for school districts under Title 53A, Chapter 11, Part 9, School Discipline and Conduct Plans;
3. require in-service training for all district and school building staff on what their roles are in the emergency response plan;
4. provide for coordination with local law enforcement and other public safety representatives in preventing, intervening, and responding to violence in the schools, on school grounds, on school vehicles, and in connection with school-related activities and events;
5. include procedures to notify a student, to the extent practicable, who is off-campus at the time of a school violence emergency because the student is either participating in a school-related activity or excused from school for released-time religious instruction;
6. include, to the extent practicable, standards and protections for participants and attendees at school-related activities, including those off school property;

7. include measures to assure that during an emergency students receive reasonably adequate educational services and supervision;
8. include evacuation procedures to assure reasonable care and supervision of students until responsibility has been affirmatively assumed by another responsible party or as is permitted under State Board of Education regulation;
9. address access to school buildings by specific groups, including students, community members, lessees, invitees, and others;
10. provide that in the event of an emergency, school personnel shall maintain control of students and school buildings during the regular school day or until students are released to parents or legal guardians
11. include measures to assure that students receive emergency preparedness training, including age-appropriate training regarding rescue techniques, first aid, safety measures appropriate to specific emergencies, and other emergency skills;
12. identify resources and materials available for emergency training;
13. contain procedures for assessing and providing school facilities, equipment, and personnel to meet public emergency needs; and
14. provide procedures for recording District funds spent for emergencies (including funds spent for assessing and repairing damages) and for seeking reimbursement for such expenditures.

[Utah Code § 53A-3-402\(18\)\(c\) \(2016\)](#)

[Utah Admin. Rules R277-400-5, -6.A, -6.B, -7.D, -9.B, -9.C\(4\), -10 \(October 9, 2014\)](#)

Formulation and Review of Plan—

In creating the comprehensive emergency resource plan, the Board shall consider and make use of resources provided by the Utah State Board of Education, including the plan models and other resources prepared by the State Board as provided for in Utah Code § 53A-3-402(18)(c), recommendations provided by the emergency response plan committee, and may consider such other resources it finds helpful.

[Utah Code § 53A-3-402\(18\)\(c\) \(2016\)](#)

The Board may direct individual schools to develop and implement school-specific emergency response plans to supplement the District's plan according to the needs and features of the school.

[Utah Admin. Rules R277-400-3.C \(October 9, 2014\)](#)

The District emergency response plan shall be reviewed at least once every three years, with the assistance of the District emergency response plan committee appointed by the Board of Education. As part of the review process, each school shall review existing security measures and procedures within that school and make adjustments as needs demonstrate and funds are available.

[Utah Admin. Rules R277-400-3.E, -7.C](#) (October 9, 2014)

Public Notice of Plan—

A copy of the District emergency response plan and any school emergency response plans shall be filed in the superintendent's office. At the beginning of each school year, written notice of the pertinent portions of the District plan and any school plan shall be provided to the parents or guardians of students at each school and the staff of each school. Each school shall also designate an Emergency Preparedness/Emergency Response week prior to April 30 of each school year.

[Utah Admin. Rules R277-400-4](#) (October 9, 2014)

Emergency Preparedness Training—

The Board of Education shall, by July 1 of each year, certify to the State Board of Education that the District emergency response plan has been practiced at the school level and has been presented to and reviewed by the District's teachers, administrators, students and their parents or guardians, and public safety representatives.

[Utah Admin. Rules R277-400-3.A](#) (October 9, 2014)

The District shall provide annual training to District and school staff on their roles, responsibilities, and priorities in the emergency response plan.

[Utah Admin. Rules R277-400-7.A](#) (October 9, 2014)

Each school shall conduct emergency drills as required by Utah State Board of Education Rules R277-400-6 and R277-400-7.B.

[Utah Admin. Rules R277-400-6, -7.B](#) (October 9, 2014)

Prevention and Intervention—

The District shall provide schools with curriculum materials regarding comprehensive violence prevention and intervention strategies such as resource lessons and materials on anger management, conflict resolution, and respect for diversity and other cultures. In so doing, the District shall make use of materials and resources provided by the State Board of Education. Schools may also provide age-appropriate instruction on firearm safety, including appropriate steps to take if a student sees a firearm or facsimile firearm at school.

The District shall also develop, to the extent resources permit, student assistance programs such as care teams, school intervention programs, and interagency case management teams. In so doing, the District shall coordinate with and seek support from the State Board of Education and other state agencies.

[Utah Admin. Rules R277-400-8](#) (October 9, 2014)

School Building Access—

With respect to building access during an emergency by various groups (including students, employees, community members, lessees, invitees, and others),

the emergency response plan shall consider identified time periods and shall address possession and use of school building keys by designated administrators and employees. The plan may include restricted access for some individuals.

[Utah Admin. Rules R277-400-5.B \(October 9, 2014\)](#)

Cooperation With Other Government Entities—

As appropriate, the Board of Education may enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies.

As is feasible, the Board shall cooperate with other governmental entities to provide emergency relief services in times of public need. For statewide emergencies or emergencies involving more than one school district, the State Board of Education, through the State Superintendent, is the chief officer to coordinate assistance by the schools. For emergencies within the school district, the Board of Education, through the superintendent, is the chief officer to coordinate assistance by the schools.

[Utah Admin. Rules R277-400-9 \(October 9, 2014\)](#)

Responsible Party—

The principal of each school is responsible to insure that the school safety plan is distributed to every employee in that principal's school and to provide in-service training for all personnel and students on an annual basis and is set forth in the Emergency Preparedness Plan. In addition, the principal of each school shall appoint a designee to coordinate emergency response to the school with local law enforcement and other public safety representatives.

Instruction—

See North Summit School District's Emergency Preparedness manual located in every room, in every building of the district. The principal and director of each building and location of North Summit School District shall follow the manual in the interest and welfare of students and employees of North Summit School District.

NORTH SUMMIT SCHOOL DISTRICT



Information contained within this plan is provided to staff as a reference guide of procedures for responding to emergencies. This guide is intended to be a reference and should not replace sound judgment and common sense. The plan should be placed in a readily accessible location and should not be shared with students or persons not employed by the North Summit School District.

**North Summit School District
Emergency Quick Reference Chart**

Emergency Telephone Numbers

Emergency 911

Police	911
Fire Department	911
Ambulance/EMT	911
Summit County Sheriff	435-336-3600
Coalville City (Water Leaks)	435-336-5981
Rocky Mountain Power	877-221-7070 or 435-336-3339
Questar Gas (Leaks)	800-323-5517 or 435-336-5968
Poison Control	800-222-1222

RESPONSE TO ANY EMERGENCY

_____ Notify the Principal and 911, if necessary. The Principal notifies the Superintendent, if needed.

_____ Ensure the safety of students and staff.

_____ Seal off the high-risk area(s).

_____ Take charge of the area(s) until the incident is contained, or relieved by School Administration.

_____ Preserve any evidence, if possible. Keep detailed notes of the incident.

_____ Refer any media to the School or District Spokesperson.

EVACUATION/RELOCATION

_____ Call 911, if necessary.

_____ Direct the students to follow normal Fire Drill procedures, unless the Principal alters the normal route, or normal route is too dangerous.

_____ Take a class roster.

_____ Close classroom doors and turn off the lights.

_____ When safely outside the building, account for all students. Inform the Principal immediately, if any of the students are missing.

_____ If the students are evacuated to a relocation center, or rally point, stay with your class. Take roll again, when you arrive at the relocation center, or rally point.

LOCK DOWN PROCEDURES

_____ Lock Down notification will be announced over the PA System, or by sending a messenger to the classes.

_____ Quickly direct all students, staff, and authorized visitors into classrooms.

_____ Lock all classroom doors.

_____ Move all persons away from windows and doors.

_____ If possible, cover all windows, including the window in the door.

_____ DO NOT open the door, or allow anyone outside of the classroom, until the Principal gives an all-clear signal.

ASSAULTS/FIGHTS

_____ Ensure the safety of the uninvolved students and staff.

_____ Call 911, if necessary, or if any weapons are involved.

_____ Notify the Principal.

_____ De-escalate and defuse the situation, if safely possible.

_____ Document all actions. Ask victim(s) and/or witness(es) for their account of the incident.

STUDENT UNREST/UNRULY STUDENT

_____ Ensure the safety of the uninvolved students and staff members.

_____ Notify Police, if necessary.

_____ Move involved student(s) to a separate, secure area. If unable to safely move unruly student(s), move uninvolved students to a safe, separate area.

_____ Notify the Principal.

FIRE/SMOKE/GAS

_____ Pull the Fire Alarm.

_____ Follow the normal Fire Drill routine. If the normal route(s) are too dangerous, follow an alternate route.

_____ Evacuate students and staff to a safe distance outside of the building, or to a safe relocation center, or rally point.

_____ Teachers should take a class roster and account for all students. Roll is to be taken after the evacuation.

_____ No one should re-enter the building(s) until declared safe by Fire Service personnel.

MEDICAL EMERGENCY

_____ Assess the scene to determine what is needed. Quickly direct uninvolved students away from the emergency, and/or victim.

_____ Assess the victim (ABC – Airway, Breathing, Circulation). If it is a life threatening situation, contact **911**. Administer First Aid until Emergency Medical Personnel arrive. If the situation is non-life threatening begin First Aid.

_____ Notify the School Nurse and the School Administration.

_____ Notify the parents of the student(s) involved, as soon as is reasonable.

INTRUDER

_____ Notify the Principal.

_____ Have another staff member accompany you before approaching the intruder.

* _____ Walk away from the intruder if he/she indicates potential for violence. (Be cautious of weapons, actions, packages, etc.) Call **911**.

_____ Politely greet the intruder and identify yourself.

_____ Ask the intruder the purpose of his/her visit.

_____ Inform the intruder that all visitors must register at the main office.

_____ If the intruder's purpose is not legitimate, ask the intruder to leave.

_____ Accompany the intruder to the exit, and verify the intruder leaves School Property.

If the intruder refuses to leave

_____ Warn of the consequences for staying on school property. Inform the intruder that Police will be notified.

_____ Notify the Principal and Police the intruder refuses to leave. Provide a full description of the intruder.

_____ Lock Down procedures may be initiated.

BOMB THREAT

_____ Use the Bomb Treat Telephone Form.

_____ Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, and why is the caller doing this.

_____ Listen closely to the caller's voice, speech patterns, and for background noises.

_____ After hanging up, immediately dial *57 to trace the call.

_____ Immediately notify the Principal.

_____ The Principal will determine whether a Lock-Down or Evacuation will be utilized.

_____ Notify Police. **(911)**

_____ If Lock Down procedures are used, follow the Lock Down guideline. If Evacuation procedures are used, follow the Evacuation guideline. Direct the students to take their personal belongings with them.

