

1 **R277. Education, Administration.**

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

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
8 the 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 an LEA 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) "Active threat" means any incident which creates an immediate threat or
20 imminent danger to the school campus community, facilities and transportation systems.

21 (2) "Climate" has the same meaning as defined in Subsection [53G-8-102](#)(1).

22 [(2)](3) "Crisis" means an event that leads to physical or emotional distress;

23 [(3)](4) "Crisis Response" means a protocol for the actions to take and
24 individuals to involve following a crisis event.

25 (5) "Culture" has the same meaning as defined in Subsection [53G-8-102](#)(2).

26 [(4)](6) "Developmentally appropriate" means adapted to what a student is able
27 to do chronologically, cognitively, physically, or emotionally.

28 [(5)](7) "Elementary School" means a school with grades K-6.

29 [(6)](8) "Emergency" means a natural or man-made disaster, accident, act of
30 war, or other circumstance that could reasonably endanger the safety of school children
31 or disrupt the operation of the school.

32 [(7)](9) "Emergency Preparedness Plan" means policies and procedures
33 developed to promote the safety and welfare of students, protect Local Education
34 Agency (LEA) property, or regulate the operation of schools during an emergency
35 occurring within an LEA or a school. The purpose of which is to safeguard students,
36 staff, and patrons before, during and after any emergency or disaster.

37 [(8)](10) "Emergency Response Plan" means a plan developed by an LEA or a
38 school to prepare and protect students and staff in the event of natural disasters,
39 technological or school security~~[violence]~~ emergencies.

40 [(9)](11) "Evidence-based" has the same meaning as defined in Subsection
41 [53G-11-303](#)(1)(a).

42 [(10)](12) "Evidence-informed" has the same meaning as defined in Subsection
43 [53G-11-303](#)(1)(b).

44 [(13)](13) "K-12 School Campus" has the same meaning as defined in Subsection
45 [53G-8-102](#)(4).

46 [(11)](14) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf
47 and the Blind.

48 (15) "Physical Space" has the same meaning as defined in Subsection [53G-8-](#)
49 [102](#)(5).

50 [(12)](16) "Plan" means an LEA's or a school's emergency preparedness and
51 emergency response plan.

52 [(13)](17) "Safe Messaging" means strategies and styles for communicating
53 about the topic of suicide.

54 [(14)](18) "SafeUT" means the crisis line established in Section [53B-17-1202](#).

55 (19) "School safety and security director" means the LEA point of contact for the
56 county security chief, local law enforcement, and the state security chief, as described
57 in Subsection [53G-8-701](#)(8).

58 (20) "School safety" has the same meaning as defined in Subsection 53G-8-
59 102(6).

60 [(15)](21) "School safety and security specialist" means a school employee who
61 is responsible for supporting school safety initiatives, including the threat assessment
62 described in Subsection 53G-8-802(2)(g)(i)701(6).

63 [(16)](22) "Secondary School" means a school with any of the grades 7-12.

64 [(17)](23) "Student Threat assessment" has the same meaning as defined in
65 R277-100-1(31). [means a prevention strategy that involves:

- 66 (a) identifying threats;
- 67 (b) determining the seriousness of the threat; and
- 68 (c) developing intervention plans that address the threat.]

69

70 **R277-400-3. Establishing LEA Emergency Preparedness and Emergency
71 Response Plans.**

72 (1) By July 1 of each year, an LEA shall certify to the Superintendent that the
73 LEA's emergency preparedness and emergency response plan has been:

74 (a) practiced at the school level; and
75 (b) presented to and reviewed by its teachers, administrators, students and
76 parents, local law enforcement, and public safety representatives consistent with
77 Subsection 53G-4-402[(18)](20)(d).

78 (2)(a) An LEA's plans shall be designed to meet individual school needs and
79 features.

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

82 (c) An LEA shall make new staff aware of the LEA's emergency preparedness
83 and emergency response plan upon orientation.

84 (3)(a) An LEA shall appoint a committee to prepare or modify plans to satisfy this
85 Rule R277-400 and Section 53G-4-402(18)(20).

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

88 (i) school and LEA administrators;

89 (ii) school safety directors;

90 (iii) school safety and security specialists;

91 (iv) school nurses;

92 [ii)](v) teachers;

93 [iii](vi) parents;

94 [iv] (vii) community and municipal governmental officers; and

95 [(v)] (viii) fire and law enforcement personnel.

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

99 (4) An LEA shall review plans at least once every three years.

100 (5) The Superintendent shall develop Emergency Response Plan models under
101 Subsection 53G-4-402[(18)][(20)(c)].

103 R277-400-4. Notice and Preparation.

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

106 (2) At the beginning of each school year, an LEA or school shall provide a
107 written notice to parents and staff of sections of an LEA's and school's plans that are
108 applicable to that school.

109 (3) A school shall designate an Emergency Preparedness/Emergency Response
110 week each year before April 30 which shall have activities that may include:

111 (a) community, student and teacher awareness;

112 (b) emergency preparedness or active threat response training; or

113 (c) other activities as outlined in Sections R277-400-7 and R277-400-8.

114 (4) A school's emergency response plan shall include procedures to notify
115 students, to the extent practicable, who are off campus at the time of a school violence
116 emergency consistent with Subsection 53G-4-402[(18)][(20)](b)(v).

117

118 **R277-400-5. Plan Content--Educational Services and Student Supervision and**
119 **Building Access.**

120 (1) An LEA's or a school's plan shall include:

121 (a) procedures to ensure reasonably adequate educational services and
122 supervision are provided for during an emergency including an extended emergency
123 situation;

124 (b) evacuation procedures that provide reasonable care and supervision of a
125 student until the student is released to a responsible party.

126 (i) An LEA or school shall not release a student grade 8 or below unless a parent
127 or other responsible person has been notified and assumed responsibility for the
128 student.

129 (ii) A school official may release a student grade 9 and above without such
130 notification if authorized by the LEA or school and the school official determines:

131 (A) the student is reasonably responsible; and
132 (B) notification is not practicable.

133 (c)(i) as determined by a local board or governing authority, procedures
134 regarding access to public school buildings by:

135 (A) students;

136 (B) commun

137 (C) lessees:

138 (D) invitees.

139 (E) others

140 (ii) procedure

141 (A) may include restricted access for some individuals;
142 (B) shall address building access during identified time periods; and

143 (C) shall address possession and use of school keys by designated
144 administrators and employees.

145 (d) resources and materials available for emergency training for an LEA's
146 employees.

147

148 R277-400-6. Emergency Preparedness Training for School Occupants.

149 (1) An LEA's or a school's plan shall include standard response protocols as
150 established by the state security chief and shall provide procedures for students and
151 adults to receive developmentally appropriate and age-appropriate emergency
152 preparedness training including:

153 (a) rescue techniques;

154 (b) first aid;

155 (c) Hold, Secure, Lockdown, Evacuate, and Shelter protocols;

156 (d) reunification method;

157 [(e)](e) safety measures appropriate for specific emergencies; and

158 [(d)](f) other emergency skills.

159 (2) An LEA shall conduct emergency and fire drills in accordance with Section
160 [15A-5-202.5.](#)

161

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

163 (1) For purposes of emergency response review and coordination an LEA shall:

164 (a) provide an annual training for LEA and school building staff regarding an
165 employee's roles, responsibilities, and priorities in the emergency response plan.

166 (b) require a school to review existing security measures and procedures within
167 the school and make necessary adjustments as funding permits.

168 (c) develop standards and protections for participants and attendees at school-
169 related activities, especially school-related activities off school property.

170 (2) An LEA or school shall coordinate with local law enforcement and other
171 public safety representatives in appropriate drills for school safety emergencies.

172

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

174 (1)(a) Each k-12 public school shall implement an evidence-based threat
175 assessment that provides a process for multidisciplinary teams to determine the severity
176 of a threat and what course of action to take.

177 (b) Each k-12 public school shall utilize a multidisciplinary team that may:

- 178 (i) review school safety related data;
- 179 (ii) consult on case-specific interventions and disciplinary actions;
- 180 (iii) use threat assessment outcomes to inform the disciplinary process;
- 181 (iv) involve parents in the intervention process; and
- 182 (v) suggest referrals to evidence-informed resources as appropriate.

183 (2) An LEA's multidisciplinary team shall include a school administrator as the
184 leader, the school safety and security specialist, and any other individuals needed as
185 determined by the LEA, [to meet the school's needs, which may include]including:

186 [—— (a) ~~the school's school safety and security specialist;~~]]

187 (a) the school safety and security director;

188 [(a)](b) a school resource officer or local law enforcement officer;

189 [(b)](c) [a]one or more mental health professional(s) such as:[;and]

190 (i) counselors;

191 (ii) psychologists;

192 (iii) and social workers

193 [(c)](d) [a classroom teacher.]a member with expertise in general and special
194 education; and

195 (e) other community members.

196 (3) In developing student assistance programs, an LEA may coordinate with
197 other agencies and the Superintendent.

198 (4) Each k-12 public school shall designate a school safety and security
199 specialist who:

200 (a) is employed at the school;

201 (b) is trained and acts in accordance with Section 53G-8-701.6 [attends relevant
202 school safety specialist training provided by the Superintendent;] and

203 (c) [supports the school administration with implementing school safety policy,
204 initiatives, training, and programs.]oversees school safety and security practices to
205 ensure a safe and secure school environment for students and staff.

206 (5) An LEA shall provide a school comprehensive violence prevention and
207 intervention strategies as part of a school's regular curriculum including:

- (a) resource lessons and materials on anger management;
- (b) conflict resolution; and
- (c) respect for diversity and other cultures.

211 (6) As part of a violence prevention and intervention strategy in Subsection (5), a
212 school may provide age-appropriate instruction on firearm safety including appropriate
213 steps to take if a student sees a firearm or facsimile in school.

214 (7) An LEA shall also develop or incorporate tiered student assistance programs
215 to the extent resources permit.

217 R277-400-9. School Safety and Security Training Program.

218 (1) The following personnel shall attend the annual school Safety and Security
219 Training Program as described in Section 53G-8-702:

220 (a) school principals;

221 (b) school safety personnel described in Section 53G-8-701.5; and
222 (c) others as invited by the LEA.

223 (2) The annual School Safety and Security Training Program shall take place no
224 later than October 15th of each year.

226 R277-400-[9]10. School and Individual Crisis Response Protocol.

227 (1) An LEA shall be able to respond to a school or community crisis by:
228 (a) developing a staff notification process to inform staff of a crisis in a timely
229 manner;

230 (b) identifying and keeping record of:

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

232 (ii) resources and community partnerships for follow-up or intensive care after a

233 crisis.

234 (c) adopting a student and parent notification policy that utilizes safe messaging;
235 and

236 (d) establishing a multi-disciplinary team as described in Subsection R277-400-
237 8(3) to identify interventions for students who may be highly impacted by a crisis.

238 (2) If an LEA has implemented SafeUT, the LEA shall identify one or more
239 SafeUT liaisons who:

- (a) provide information from SafeUT to relevant stakeholders;
- (b) communicate with SafeUT concerning updates and feedback; and
- (c) attend an annual SafeUT training provided by the Superintendent.

244 R277-400-[10]11. Cooperation With Governmental Entities.

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

247 (2)(a) An LEA shall cooperate with other governmental entities to provide
248 emergency relief services.

249 (b) An LEA's or a school's plans shall contain procedures for assessing and
250 providing the following for public emergency needs:

- 251 (a) school facilities;
- 252 (b) equipment; and
- 253 (c) personnel.

254 (3) A plan shall delineate communication channels and lines of authority within
255 the LEA, city, county, and state.

256 (a) The Superintendent, is the chief officer for emergencies involving more than
257 one LEA, or for state or federal assistance; and

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

260

261 R277-400-[14]12. Fiscal Accountability.

262 (1) An LEA or a school plan shall address procedures for recording an LEA's
263 funds expected for:

264 (a) emergencies;

265 (b) assessing and repairing damage; and

266 (c) seeking reimbursement for emergency expenditures.

267

268 R277-400-[12]13. School Carbon Monoxide Detection.

269 (1) A new educational facility shall have a carbon monoxide detection system
270 installed consistent with International Fire Code (IFC), Chapter 9, Sections 915 through
271 915.4.5

272 (2) An existing educational facility shall have a carbon monoxide detection
273 system installed consistent with International Fire Code (IFC), Chapter 11, Section
274 1103.9.

275 (3) Where required, an LEA shall provide a carbon monoxide detection system
276 where a fuel-burning appliance, a fuel-burning fireplace, or a fuel-burning forced air
277 furnace is present consistent with IFC 915.1.

278 (4) An LEA shall install each carbon monoxide detection system consistent with
279 NFPA 720 and the manufacturer's instructions, and listed systems as complying with UL
280 2034 and UL 2075.

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

283 (6) A combination carbon monoxide smoke detector is an acceptable alternative
284 to a carbon monoxide detection system if the combination carbon monoxide and smoke
285 detector is listed consistent with UL 2075 and UL 268.

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

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

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

292 (8) An LEA shall maintain all carbon monoxide detection systems consistent with
293 IFC 915 and NFPA 720.

294 (9) Performance-based alternative design of carbon monoxide detection
295 systems is acceptable consistent with NFPA 720, Section 6.5.5.6.

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

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

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301

302 **KEY: carbon monoxide detectors, emergency preparedness, disasters, safety
303 education**

304 **Date of Last Change: August 22, 2023**

305 **Notice of Continuation: September 13, 2023**

306 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-401(4); 53G-
307 4-402(1)(b)**

308