



Document Number: A-24
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1.0 Purpose

The purpose of this policy is to establish general criteria for both emergency preparedness and emergency response plans required of Wasatch Charter School in the event of natural disasters or school violence emergencies.

2.0 Definition

This rule is authorized under Utah Constitution Article X Section 3 which vests general control and supervision of public education in the Board, and Section 53A-1-401(3) which allows the Board to adopt rules in accordance with its responsibilities.

3.0 Policy Content

Establishing School District Emergency Preparedness and Emergency Response Plans

1. By July 1 of each year, WCS shall certify to the State Board that WCS's 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,

Last Modified By: Enter Text

Last Modified On: Select Date

Page: 1

Document Owner: Enter Text

Original Date: Select Date

local law enforcement, and public safety representatives consistent with Section 53A-3-402(18).

2. As a part of WCS's annual application for state or federal Safe and Drug Free School funds, WCS shall reference its Emergency Response plan.
3. The plan(s) shall be designed to meet individual school needs and features.
4. WCS shall appoint a committee to prepare emergency preparedness plan(s) or modify existing plan(s). The committee shall consist of appropriate school and community representatives which may include school governing board, teachers, parents, community and municipal governmental officers, and fire and law enforcement personnel. Governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels shall be included on the committee.
5. WCS shall appoint appropriate persons at least once every three years to review the plan(s).
6. The Board shall develop emergency response plan models under Section 53A-3-402(18)(d).

Notice and Preparation

1. A copy of the plan(s) for the school shall be filed in the Director's office.
2. At the beginning of each school year, parents and staff shall receive a written notice of relevant sections of school plans which are applicable to that school.
3. The school administration shall designate an Emergency Preparedness/Emergency Response week prior to April 30 of each school year. Community, student, teacher awareness, or training, such as those outlined in R277-400-7 and 8, would be appropriate activities offered during the week.

Plan(s) Content--Educational Services and Student Supervision

Last Modified By: Enter Text

Last Modified On: Select Date

Page: 2

Document Owner: Enter Text

Original Date: Select Date



The plan shall contain measures which assure that, during an emergency, school children receive reasonably adequate educational services and supervision during school hours.

1. Evacuation procedures shall assure reasonable care and supervision of children until responsibility has been affirmatively assumed by another responsible party.
2. 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. An older child may be released without such notification if a school official determines that the child is reasonably responsible and notification is not practicable.
3. WCS shall, to the extent reasonably possible, provide educational services to school children whose regular school program has been disrupted by an extended emergency.

Emergency Preparedness Training

The plan shall contain measures which assure that school children receive emergency preparedness training.

1. Students shall be provided with training appropriate to their ages in rescue techniques, first aid, safety measures appropriate for specific emergencies, and other emergency skills.
2. Fire drills:
 - a. During each school year, **Waldorf Charter School** shall conduct fire drills at least once each month during school sessions.
 - b. The first fire drill shall be conducted within the first 10 days of the school year
 - c. Required emergency evacuation drills may be substituted every other time by a security or safety drill to include:
 - a. shelter in place;
 - b. earthquake drill; or

Last Modified By:	Enter Text	Last Modified On:	Select Date	Page: 3
Document Owner:	Enter Text	Original Date:	Select Date	

- c. lock down for violence.
 - d. The routine emergency evacuation drill, for fire, shall be conducted at least every other evacuation drill.
 - e. Fire drills shall include the complete evacuation of all persons from the school building or portion thereof used for educational purposes. An exception may be made for the staff member responsible for notifying the local fire department and handling emergency communications.
 - f. When required by the local fire chief, the local fire department shall be notified prior to each drill.
 - g. When a fire alarm system is provided, fire drills shall be initiated by activation of the fire alarm system.
3. Waldorf Charter School shall hold at least one drill for other emergencies during the school year.
4. Resources and materials available for training shall be identified in the plan.

Emergency Response Training

- A. WCS shall provide an annual training for school and staff on employee's roles, responsibilities and priorities in the emergency response plan.
- B. WCS shall conduct at least one annual drill for school violence emergencies.
- C. WCS shall review existing security measures and procedures and make adjustments as needs demonstrate and funds are available.
- D. WCS shall develop standards and protections to the extent practicable for participants and attendees at school-related activities, with special attention to those off school property.
- E. WCS shall coordinate with local law enforcement and other public safety representatives in appropriate drills for school safety emergencies.

Last Modified By: Enter Text

Last Modified On: Select Date

Page: 4

Document Owner: Enter Text

Original Date: Select Date



Prevention and Intervention

- A.** WCS shall provide schools, as part of its regular curriculum, comprehensive violence prevention and intervention strategies such as resource lessons and materials on anger management, conflict resolution, and respect for diversity and other cultures.
- B.** As part of its violence prevention and intervention strategies, WCS may provide age-appropriate instruction on firearm safety (not use) including appropriate steps to take if a student sees a firearm or facsimile in school.
- C.** WCS shall also develop, to the extent resources permit, student assistance programs such as care teams, school intervention programs, and interagency case management teams.
- D.** In developing student assistance programs, WCS may coordinate with and seek support from other state agencies and the Utah State Office of Education.

Cooperation With Governmental Entities

- A.** As appropriate, WCS may enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies.
- B.** WCS shall cooperate with other governmental entities, as reasonably feasible, to provide emergency relief services. The plan(s) shall contain procedures for assessing and providing school facilities, equipment, and personnel to meet public emergency needs.
- C.** The plan(s) developed under R277-400-5 shall delineate communication channels and lines of authority within WCS city, county, and state.
 - a.** the State Board, through its superintendent, is the chief officer for emergencies involving more than one school, or for state or federal assistance;
 - b.** the Director is the chief officer for school emergencies;

Last Modified By: Enter Text

Last Modified On: Select Date

Page: 5

Document Owner: Enter Text

Original Date: Select Date



- c. In the event of an emergency, school personnel shall maintain control of students and facilities during the regular school day or until students are released to a parent or legal guardian.

Fiscal Procedures

The emergency preparedness plan(s) under R277-400-5 shall address procedures for recording WCS's funds expected for emergencies, for assessing and repairing damage, and for seeking reimbursement for emergency expenditures.

4.0 Relevant Procedures, Guidelines & Restrictions

5.0 Policy Owner

Last Modified By: Enter Text

Last Modified On: Select Date

Page: 6

Document Owner: Enter Text

Original Date: Select Date



6.0 Exhibits / Appendices / Forms

7.0 Supporting Information

8.0 Document History

Last Modified By: Enter Text

Last Modified On: Select Date

Page: 7

Document Owner: Enter Text

Original Date: Select Date