



Emergency Operations Plan Policy

Policy Number: 5205

I. Purpose

Summit Academy believes that the safety of all stakeholders is of utmost importance. Summit Academy needs to have a functional Emergency Operations Plan to direct the mitigation efforts, emergency response, and recovery efforts regarding emergencies.

II. Definitions

- A. “Emergency” means a natural or man-made disaster, accident, act of war, or other circumstance that could reasonably endanger the safety of school children or disrupt the operation of the school.
- B. “Emergency Operations Plan” means policies and procedures developed to promote the safety and welfare of students, protect school property, or regulate the operation of schools during an emergency.

III. Policy

In compliance with **Utah Code §53G-4-402(18)** and **Utah Administrative Code R277-400**, Summit Academy will work with local jurisdictions to develop and maintain an Emergency Operations Plan. This plan must meet or exceed the following parameters:

- A) By July 1st of each year, the Director of Summit Academy must certify that the Emergency Operations Plan has been:
 - a. practiced at the school level; and
 - b. presented to and reviewed by its teachers, administrators, students and guardians, local law enforcement, and public safety representatives consistent with **Subsection 53G-4-402(18)**;
 - c. posted on the Summit Academy website; and
 - d. that written copies are located in the office of each campus.
- B) Under the direction of the Business Administrator, the Summit Academy Director of Safety will review and modify, as needed, the Emergency Operations Plan annually to ensure that the plan uses best practices and is in line with Utah State Board of Education policies and local emergency response plans.
- C) At the beginning of each year, Summit Academy shall provide a written notice to parents and staff of the sections of the Emergency Operations Plan that are applicable to them.
- D) The Emergency Operations Plan shall include procedures to notify students, to the extent practicable, who are off campus at the time of a school violence emergency consistent with **Subsection 53G-4-402(18)(b)(v)**.
- E) The Emergency Operations Plan shall also include:
 - a. procedures to ensure reasonably adequate educational services and supervision are provided for during an emergency including an extended emergency situation; and
 - b. evacuation procedures that provide reasonable care and supervision of a student until the student is released to a responsible party.
- F) The Emergency Operations Plan shall include a training schedule designed meet the minimum requirements mandated in **R277-400-1**, including mandated functional drills to be conducted with students.
- G) The Emergency Operations Plan shall address procedures for recording the LEA’s funds



expected for:

- a. emergencies;
- b. assessing and repairing damage; and
- c. seeking reimbursement for emergency expenditures.

Each campus shall designate an Emergency Preparedness Week each year before April 30 which shall have activities that may include:

- d. community, student and teacher awareness;
- e. emergency preparedness or response training; or
- f. other activities as outlined in Sections **R277-400-7 and 8**.

IV. References

Summit Academy Emergency Operations Plan

V. Attachments

Utah Code R277-400

Utah Code 53G-4-402

VI. Revision History and Approval Date

Version 1: January 19, 2023; Original

Date of Approval