

Policy Type: Safety Policy

Title: Emergency Preparedness and Response Plan

Effective: May 20th, 2026

Purpose

The purpose of this Emergency Preparedness and Response Plan is to establish general expectations, responsibilities, and procedures for Custom Class Charter School (“Custom Class”) in a manner consistent with applicable law, Utah State Board of Education rule, and the school’s flexible instructional model.

1. General Policy Statement

Custom Class adopts this policy to support lawful, safe, effective, and mission-aligned school operations. The Governing Board authorizes school administration to implement this policy through procedures, forms, training, and operational practices that are appropriate for Custom Class’s online, hybrid, community-based, and in-person programs.

This policy is intended to be applied flexibly and reasonably. When operational details are not specifically stated in this policy, school administration may establish procedures consistent with the policy, applicable law, and Board direction.

2. Emergency Preparedness Plan

Custom Class shall maintain an emergency preparedness and response plan appropriate to its facilities, leased spaces, family service centers, activities, and instructional settings. The plan may address evacuation, shelter-in-place, secure/lockdown, reunification, communication, medical emergencies, active threats, fire, earthquake, severe weather, utility disruption, and other reasonably foreseeable emergencies.

Procedures may differ by location, program, event, student age, and staffing model.

3. Drills, Training, and Coordination

Custom Class shall provide developmentally appropriate training for students and adults regarding emergency preparedness, active threats, drills, and standard response protocols. Drills shall be conducted as required by law and documented as appropriate.

The school may coordinate with landlords, emergency responders, law enforcement, fire officials, local emergency management, vendors, and community partners to support emergency planning and response.

4. Communication and Review

Custom Class may establish emergency communication procedures for staff, families, students, Board members, and public safety partners. The emergency plan shall be reviewed periodically and updated as facilities, programs, risks, or legal requirements change.

Administration and Review

School administration may maintain procedures, forms, training materials, agreements, and internal guidance necessary to implement this policy. The Governing Board may review and revise this policy periodically to reflect legal updates, USBE guidance, operational needs, or Board direction.

Nothing in this policy creates a private right of action, contract right, or entitlement beyond that required by applicable law. If any provision conflicts with controlling law, the law shall govern and the remaining provisions shall continue in effect.

Certification

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this policy was duly adopted as of the date below.



Matthew J. Middione - Board Chair



Douglas Reed - Board Vice Chair

Effective Date: May 20th, 2026

Revised Date:

References

R277-400; Utah Code § 15A-5-202.5; Utah Code §§ 53-22-101 to 103