

Policy Number: 301

Policy Section: 300 – Student Services

Effective Date: August 20, 2026

Emergency Recovery Policy

Legal References: Utah Administrative Rule R277-400 School Safety and Security

I. PURPOSE

DaVinci Academy shall maintain a comprehensive Emergency Recovery Plan designed to restore educational services, business operations, facilities, and the wellbeing of students and staff following an emergency, disaster, or critical incident. This policy supplements the Academy's Emergency Preparedness and Response Plan and establishes expectations for recovery activities during immediate, short-term, and long-term recovery periods.

II. RECOVERY GOVERNANCE

The Executive Director shall serve as the Recovery Coordinator and may delegate responsibilities to Program Directors, and/or members of the school safety recovery team. The Recovery Team shall include the following:

- Executive Director
- Programs Directors/Principals
- Members of LEA Safety Team/School Safety Specialists
- Information Technology Members
- School Nutrition Staff/Lunch Manager
- Office Staff for each location (communication managers)

III. POLICY DETAIL

DaVinci Academy aims to develop, maintain, train on, and annually review an Emergency Recovery Plan addressing the following recovery domains:

1. Academic Recovery
2. Health, Wellbeing, and Behavioral Recovery
3. Business Services Recovery
4. Physical and Structural Recovery

Domain #1: Academic Recovery

In the immediate aftermath of an emergency, DaVinci Academy will prioritize the safety and stability of students, staff, and families while making informed decisions regarding school operations. School leadership and the recovery team will assess whether classes should be canceled, delayed, relocated, or transitioned to virtual learning and will communicate those decisions promptly to all stakeholders.

Staff will be provided with clear guidance regarding instructional expectations and operational procedures, and the school will begin planning for the safe resumption of educational services as soon as conditions allow.

During the short-term recovery phase, the school will focus on restoring effective teaching and learning while addressing disruptions caused by the emergency. School leaders may adjust schedules, curriculum pacing, grading practices, and extracurricular activities to meet the needs of students and staff. Regular recovery meetings will be held to monitor progress, identify emerging challenges, and coordinate support efforts. Students who have experienced significant academic disruption will receive targeted interventions, and the school will assist with student transfers and record requests when necessary.

As recovery efforts move into the long-term phase, DaVinci Academy will work to fully restore and strengthen academic services while supporting student success. Academic performance, attendance, and engagement will be closely monitored to identify students who may require additional support. Remediation opportunities, intervention services, and credit recovery programs will be provided as needed to address learning loss and help students remain on track toward graduation. The school will also evaluate the effectiveness of its continuity practices and use lessons learned from the event to improve future preparedness and resilience.

Domain #2 - Health, Wellbeing and Behavioral Recovery

In the immediate aftermath of an emergency, DaVinci Academy will prioritize the physical and emotional wellbeing of students and staff. The school will coordinate access to emergency medical services and physical first aid for anyone who has been injured or directly impacted by the event. At the same time, trained personnel and community partners will be organized to provide psychological first aid to help individuals cope with the initial emotional effects of the incident. School leaders, counselors and wellness staff will assess the immediate needs of students and employees and activate partnerships with healthcare providers and community agencies to ensure appropriate support services are available.

During the short-term recovery phase, the school will focus on identifying and addressing emerging behavioral health concerns within the school community. Counseling and wellness staff members will increase monitoring efforts to identify students and employees who may be experiencing emotional distress, anxiety, grief, or other challenges related to the event. School-based counseling services will be expanded as needed, and referrals to community mental health providers will be coordinated for individuals requiring additional support. The school will also prioritize employee wellbeing by providing access to available resources, professional support services, and opportunities for staff to process and recover from the incident.

As the school community transitions into long-term recovery, DaVinci Academy will continue to monitor the ongoing effects of trauma and provide resources that promote healing, resilience, and connectedness. This may be completed through stakeholder surveys. The school will intentionally foster a supportive school culture through activities, programs, and practices designed to strengthen relationships and encourage recovery. Partnerships with Weber Human

Service and other mental health providers will be maintained to ensure continued access to services when needed. When appropriate, the school will follow established guidelines regarding memorials, remembrances, and commemorative activities in a manner that honors those affected while supporting the long-term wellbeing of the school community.

Domain #3: Business Services Recovery

In the immediate aftermath of an emergency, DaVinci Academy will focus on restoring essential operational functions and maintaining clear, accurate communication with students, families, staff, and the broader community. The school will activate its crisis communication protocols and designate office managers at each location to coordinate information sharing and media inquiries. All communication from the school to media inquiries must flow through the Executive Director.

School leaders will work closely with emergency responders and community partners to facilitate the safe reunification of students with their families when necessary per our approved reunification plans. At the same time, IT staff will work to restore critical technology and communication systems that support school operations, while all emergency-related expenditures will be documented to support future reimbursement and recovery efforts in the event that we incur those expenses.

For the short-term recovery phase, the school will prioritize the restoration of key services and operational stability. Work will continue with our Business Services company to ensure that payroll, and other essential business functions will be resumed as quickly as possible to support students, families, and employees. School nutrition leaders will work on a plan to ensure that the dietary needs of our stakeholders are met in the short term recovery phase. The school will also manage donations, volunteer assistance, and community support efforts to ensure resources are distributed effectively and responsibly per approved school policies. As recovery efforts progress, school leadership will conduct after-action reviews to evaluate the effectiveness of the response and identify areas for improvement.

As recovery transitions into the long-term phase, DaVinci Academy will focus on strengthening organizational resilience and incorporating lessons learned into future planning. Policies, procedures, and emergency protocols will be reviewed and updated to reflect new insights gained from the incident. The school will continue to cultivate strong partnerships with local law enforcement, state safety specialists as well as local mental health providers through active maintenance of agreements and memorandums of understanding. Corrective action plans identified through the recovery process will be implemented and monitored, and the school will pursue all eligible reimbursement opportunities, grants, and financial assistance programs to ensure the long-term sustainability of school operations and services.

Domain #4 - Physical and Structural Recovery

In the immediate aftermath of an emergency, DaVinci Academy will take prompt action to secure all facilities and protect students, staff, and property from additional harm. School personnel, in coordination with emergency responders and other appropriate agencies, will conduct damage assessments to evaluate the condition of buildings, equipment, and grounds. Efforts will be made to address immediate safety concerns through cleanup activities and hazard mitigation measures, ensuring that damaged areas are secured and inaccessible until they can be safely restored. If school facilities are unusable or access is limited, the school will make arrangements with community partners to identify and prepare temporary locations for instructional and operational continuity. The intention would be to first use other DaVinci Academy facilities.

During the short-term recovery phase, the Academy will focus on restoring safe and functional learning environments while developing plans for repair and reconstruction. School leadership will work with contractors, insurance providers, architects, and other stakeholders to establish timelines and priorities for restoration efforts. The school will also thoughtfully address spontaneous memorials or tributes that may arise following a significant event, balancing the needs of those affected with the operational requirements of the school. As facilities become available, classrooms and instructional spaces will be restored to support the resumption of normal educational activities.

As recovery efforts continue over the long term, DaVinci Academy will seek opportunities to strengthen facilities and infrastructure beyond their pre-emergency condition. Improvements may include facility upgrades, modernization projects, and the implementation of enhanced safety and security measures identified through recovery assessments and after-action reviews. In the event of a major tragedy the school will establish guidelines governing permanent memorials and commemorative installations to ensure they are respectful, appropriate, and aligned with the school's mission and values.

IV. Communications

Only designated spokespersons may release official information on behalf of the school. Designated spokespersons will be chosen by the recovery team outlined at the start of this policy. Any and all communication must be timely, accurate, and coordinated with emergency response agencies when appropriate.

V. Administrative Procedures

The Emergency Recovery Plan shall be reviewed annually. The plan must be updated following any major incidents. This document will be included in annual staff and school board safety training. The Executive Director shall maintain administrative procedures that include:

- Recovery team assignments.
- Recovery checklists.
- Communication templates.
- Community partner contact lists.

- Facility recovery procedures.
- Mental health response protocols.
- After-action review procedures.