

# Emergency Response and Crisis Management (ERCM) Training For the **Shared Campus** Principals and School Emergency Teams **\*Required Training\***

Dear Principals / School Leaders

July 2009

As you know, emergency preparedness and safety are a high priority for the Denver Public Schools. Goal III of The Denver Plan is to support our students in a safe, orderly, and enriching environment. In order to ensure this goal is being accomplished, Emergency Response and Crisis Management (ERCM) training is **required** for **all** school emergency teams (School E-Team) annually. School E-Teams consist of the school administrator, assigned team members and their alternates.

All schools within the Denver Public School District are defined by five types. These types are described as, Traditional, Performance, Charter, Shared Campus, Alternative, and Other. The ERCM annual training is required for all schools. Listed below, by school category, are the ERCM Annual training requirements for each type of school.

## **Training Requirements For The Shared Campus Schools**

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### **Shared Campus Schools:**

All of the “Shared Campus Schools” E-Teams, including, “alternates”, are required to attend the ½ day training session as well as take the On-Line ERCM Training. The school based E-Team for the Shared Campus must include representatives from all schools on the Shared Campus.

This requirement includes the following schools:

Kunsmiller Campus:	Kunsmiller Creative Arts and West Denver Preparatory
Rishel Campus:	Rishel MS, KIPP Denver Collegiate, Math, Science Leadership Academy
Smiley Campus:	Smiley MS and Envision Leadership Prep
West High School Campus:	West HS and Edison Manny Martinez MS
Westerly Creek Campus:	Westerly Creek and Odyssey Charter

### **Training Description**

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The On-Line ERCM training (approximately 1.5 hours in length) will acquaint you with DPS emergency preparedness procedures, practices, responses, and forms. Training topics include updated information on the following: Site-based Emergency Management Plans; DPS Incident Command System; School Emergency Response Teams (E-Teams) and their responsibilities; Emergency Drills, (i.e. Fire, Lockdown, Shelter-in-Place); Accounting for and releasing students to parents; Threat Assessment; Suicide Assessment; and Crisis Recovery . A new section has been added that will contain actual incidents and ask for the correct response.

The ½ day ERCM training session for principals and their E-Teams will provide additional information on important emergency response procedures that will affect the Shared School Campus. This forum will allow personnel to ask questions of the District ERCM Team.

### **Who should take the training courses?**

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The ERCM training, the On-Line and ½ Day, is available for ALL DPS school personnel. **Principals / School Leaders and their E-Teams are required to take the training**, as outlined by policy KDE. A school E-Team includes the designated team positions as well as all alternates for those positions. Training will focus on the development or refinement of the E-Team at your school. The ½ day training provides School E-Teams the chance to sit and work together.

Remember that one of the primary jobs of the school E-Team is to train the rest of the Shared Campus staff.

**Who should attend the ½ day training session?**

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The ERCM training is for **school E-Teams**. Training will focus on the development or refinement of the E-Team on your campus. You will have a chance to sit and work together with your team. Parent involvement is essential because parents need to know what your school will do in an emergency. For schools that have an extended day program, we encourage you to invite a member from this program to participate in the training. **Principals / School Leaders, please attend with your school team.**

The ERCM ½ day training sessions will be held at Del Pueblo Administration Building. (750 Galapago St., Denver, CO, 80204)

Parking is available on the street or on the asphalt and gravel area to the south of the building. Please use the Galapago Street entrance.

It is understood that every member, including alternates, may not be able to attend the 4 hour training. Please try to have as many team members attend as possible.

**For the Shared Campus Schools to be ERCM Compliant:**

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**This inaugural year of the “Shared Campus” all Principals and their school E-Teams are considered “new”.**

**All Shared Campus Principals / School Leaders, and their E-Teams must complete the 4 hour ERCM Training.**

**(Remember that the Shared Campus E-Team must include representatives from all schools on a Shared Campus.)**

**All School E-Teams, including Alternates, must successfully complete the On-Line Training.**

All E-Team members must pass this quiz with a score of 75% or greater to satisfy the annual ERCM training requirement.

If an E-Team member does not pass the quiz with the required minimum grade that team member will be required to re-take the quiz. The notice of Compliancy will be sent to the school once all members of the E-Team, including Alternates, have passed the On-Line quiz.

**Remember that the Shared Campus Emergency Team must consist of representatives from each school on a Shared Campus.**

**Emergency Response and Crisis Management (ERCM) Dates for:  
Shared School Training Dates and Registration  
On-Line ERCM Training  
Submission of School E-Plans  
Delivery of E-Plans to DFD & DPD**

**Shared Schools:**

The shared school facilities are West High School, Rishel Middle School, Smiley Middle School, Kunsmiller Middle School, and Westerly Creek.

The Shared School Campus concept is new to Denver Public Schools. Therefore all of the Shared Campus Schools are required to attend the 4 hour ERCM Training Class specifically geared for the shared campus.

All Shared Campus schools will meet independently of the other Traditional and Charter schools for their ERCM training. The training will be held at Del Pueblo Elementary School. The two scheduled dates for this training are August 24<sup>th</sup> and August 26<sup>th</sup>. The training will be held in the Library from 4 PM until 8 PM.

The **August 24<sup>th</sup>** class will include the E-Teams from the West Campus and the Smiley Campus. The **August 26<sup>th</sup>** Class will include the E-Teams from the Westerly Creek Campus, the Rishel Campus, and the Kunsmiller Campus.

**Registering for the Shared Campus ERCM Training Dates:**

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Please register yourself and your team by e-mailing **Debbie Beck** in Risk Management at [deborah\\_beck@dpsk12.org](mailto:deborah_beck@dpsk12.org). The registration consists of the name of each team member and that team member's email address. The Charter School staff members of the campus E-Team will have specific Email addresses.

**PLEASE supply the names of all team members, including Alternates, and their email addresses even if all of the members will not be attending the training, prior to August 3, 2009**

This information is required for attendance records as well as to enable all E-Team members, including Alternates, access to the On-Line ERCM Training.

**On-Line ERCM Training:**

All School E-Teams will take the On-Line ERCM Training and Quiz. The revised availability date for the On-Line Training is September 1, 2009. All schools must have completed the training and quiz on or before October 16, 2009.

**Submission of E-Plans:**

All schools must have their E-Plan electronically delivered to Risk Management by September 25<sup>th</sup>, 2009.

**Delivery of E-Plans:**

Delivery of the School E-Plans to the Denver Fire Department and the Denver Police Department will be on October 16, 2009. This will be the Responsibility of the Mgr. of Emergency Preparedness.

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***Thank you for your commitment to school safety! We look forward to seeing you  
in August!***

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