

Emergency Response and Crisis Management (ERCM) Training **For the Traditional School Principals / School Leaders 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.

NEW PRINCIPALS / SCHOOL LEADERS and their E-Teams, including alternates, are required to attend a ½ day training session as well as take the On-Line ERCM training.

DEFINITION: The definition of a NEW PRINCIPAL / SCHOOL LEADER is as follows:

- Any principal that is new to the District
- Any principal that is new to the school and the school's E-Team, including alternates, consist of a majority of new members
- Any returning principal whose E-Team, including alternates, consists of a majority of new members

NOTE:

If a principal is new to the school and took the On-Line ERCM Training the previous year at another DPS school **AND** a majority of the school's E-Team, including alternates, took the On-Line ERCM Training the previous year, they do not need to take the ½ day training session for the current school year.

Training Requirements by School Type:

Traditional, Alternative, and Other Schools:

All E-Team members, including the School Administrator, team members and their alternates, are required to take the On-Line ERCM Training.

If the Administrator meets the description of "NEW PRINCIPAL" then that school is required to attend a ½ day training session. It is highly recommended that the entire E-Team attend the same ½ day training session.

Training date options and locations for Traditional, Alternative, and Other Schools are listed on page 3.

Charter Schools:

All E-Team members, including the School Administrator, team members and their alternates, are required to take the On-Line ERCM Training.

If the Administrator meets the description of "NEW PRINCIPAL / SCHOOL LEADER" then that school is required to attend a ½ day training session. It is highly recommended that the entire E-Team attend the same ½ day training session.

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.

Training Description

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 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 procedures); Accounting for and releasing students to parents; Threat Assessment Procedures; Suicide Assessment Procedures; and Crisis Recovery Procedures. 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 / School Leaders and their E-Teams will provide additional information on important emergency response procedures. This forum will allow personnel to ask questions of the District ERCM Team. The ½ day ERCM training is primarily for Principal / School Leader, their E-Team members and alternates. The definition of a “New Principal” is found on the first page of this announcement.

In addition, **ANY** school E-Team is welcome to attend the ½ day ERCM training session. It is highly recommended that the entire E-Team attend the same ½ day training session.

Who Should Take the Training Courses?

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 all alternates. Training will focus on the development or refinement of an E-Team at your school. At the ½ day training, School E-Teams will have the chance to sit and work together.

Who should attend the ½ day training session?

The ERCM training is for school teams as indicated below. Training will focus on the development or refinement of the E-Team at your school. You will have a chance to sit down 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 extended day programs, we encourage you to invite a member from this program to participate in the training. **Principals / School Leaders, please attend with your school team.**

It is understood that every member of your E-Team, including Alternates, may not be able to attend the 4 hour training. Please try to have as many team members attend as possible.

For Traditional, Alternative, and Other Schools to be ERCM Compliant:

All New Principals / School Leaders, by definition, and their E-Teams must complete the 4 hour ERCM Training.

All Traditional, Alternative, and Other 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.

**Emergency Response and Crisis Management (ERCM) Dates for:
Traditional, Alternative, and Other School Training Date Options and Registration
On-Line ERCM Training
Submission of School E-Plans
Delivery of E-Plans to DFD & DPD**

Traditional Schools:

New Principals / School Leaders/Teams are required to attend the ERCM training. This is a four hour class.

The option dates for Traditional, Alternative and Other Schools are:

August 14, 2009 **8:00 AM to Noon**
August 18, 2009 **8:00 AM to Noon**
August 25, 2009 **4:00 PM to 8:00 PM**

Location of ERCM Training:

All of the ERCM training sessions will be held at Del Pueblo. Del Pueblo is located at 750 Galapago St.. 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.

Registering for the ERCM Training dates:

New Principals / School Leaders, please register yourself and your team by e-mailing Debbie Beck in Risk Management at deborah_beck@dpsk12.org.

Please supply the names of all team members, including Alternates, and their e-mail addresses prior to August 3, 2009, even if all of the members will not be attending the training.

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 should 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 “close of business” September 25, 2009.

Delivery of E-Plans:

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

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

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