

August 11, 2009

Summary of 2009-10 Reminders and Due Dates for Schools

Please refer to the *Emergency Response and Crisis Management (ERCM) Training* announcement sent to all principals (July 30) for more detailed information. This announcement is also available on the ERCM website at <http://ercm.dpsk12.org>

Emergency Preparedness Start of School Check List

- Verify location of backpack and contents. Replace all batteries in flashlight and megaphone.
- Change battery in Weather Radio.
- Verify location and operation of hand held radios. Check batteries. Replace if necessary.
- Verify the Student Emergency Contact list. Update and make available as soon as possible.
- Update Emergency Plan for school and submit to Michael Mayo by 9/25/09.
- Update E-Team Chart and post in the office, out of line of sight from general public.

Drills

➤ Each school **MUST** conduct a **Fire Drill** within the first 10 days of the start of the school year.

Other requirements related to **Emergency Drills for the year:**

- Fire Drills: One per month, with 1 in the first 10 days and the 2nd in the first 30 days of school
- Lockdown Drills: Two per school year (1 per semester)
- Shelter-In-Place Drills: Two per school year (1 per semester)

➤ Each school's **Emergency Plan** is required to be sent electronically via email, by September 25th, to Michael_Mayo@dpsk12.org.

Training

➤ **ERCM On-Line Training is required** for all schools. It will be available September 1st. All school emergency teams (E-Teams), including alternates, must complete the Online Training **by October 16th** and all team members must have passed at 75% or better. Individuals, and their principal, will receive their score immediately upon completion of the training quiz.

➤ **NEW PRINCIPALS / NEW SCHOOL LEADERS / ALL SHARED CAMPUS PRINCIPALS AND/OR 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.** Please see the attachment for definitions and dates of classes.

NOTE: The ERCM Training Announcement for **Traditional** Schools did not include the word "**NEW**" for Principals required to attend the ½ day training with their E-Teams. ERCM Training Announcements were sent out to all schools via school mail on July 30, and via email on July 24 to Instructional Superintendents for distribution.

➤ **The definition of a NEW PRINCIPAL / NEW 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.

½ day ERCM face to face training sessions at Del Pueblo, 750 Galapago St., 80204:

Charters schools

Option 1	Fri.	Aug. 7	8a-12p	Risk Mgt. Conference Room
Option 2	Wed.	Aug. 12	4p-8p	Library
Option 3	Thurs.	Aug. 20	4p-8p	Library

Traditional Schools

Option 1	Fri.	Aug. 14	8a – 12noon	Gym
Option 2	Tue.	Aug. 18	8a – 12noon	Library
Option 3	Tue.	Aug. 25	4p - 8p	Library

Shared Schools

Option 1	Mon.	Aug. 24	4p - 8p	Library
Option 2	Wed.	Aug. 26	4p - 8p	Library

Further information is available at <http://ercm.dpsk12.org>