

EMERGENCY TEAM

Every campus is required to have an emergency team and emergency plan. The required team members and their duties are outlined below. All emergency plans must be submitted to the Emergency Preparedness Division within the first two weeks of the new school year.

Incident Commander:

- Determine the level of emergency response needed.
- Activate the Emergency Response Team (E-Team) and the District Emergency Response Team by calling 720-423-3911 or 33911.
- Decide whether to stay in building or evacuate.
- Meet with city emergency responders or the District Incident Commander upon arrival.

First Aid Coordinator:

- Obtain medical supplies from the school emergency response backpack or nurse's office.
- Establish a first-aid station in a safe area.
- Coordinate medical response.
- Provide basic life support and care for the injured.
- Maintain records of the injured or deceased.
- Provide ongoing updates to the Incident Commander (IC).

Student Supervision Coordinator:

- Account for all students and maintain order.
- Report extent of injuries in each class.
- Provide ongoing welfare checks of all students, staff and visitors.
- Coordinate evacuation of students.
- Coordinate with the student-parent reunification coordinator.
- Provide ongoing updates to the Incident Commander (IC).

Facility and Materials Coordinator:

- Secure the school building by locking exterior doors and turning off ventilation and gas as indicated.
- Assist in moving students, staff and visitors to safe locations.
- Move equipment and materials to areas where they are needed.
- Provide ongoing updates to the Incident Commander (IC).

Student-Parent Reunification Coordinator:

- Coordinate reunification of students and parents.
- Set up a reunification location in an appropriate space.
- Maintain sign-out sheets and other records.
- Ensure parents or guardians sign out each student.
- Account for all students.
- Provide ongoing updates to the Incident Commander (IC).

School Crisis Recovery Team Coordinator:

- Coordinate crisis recovery services at the emergency site.
- Triage students, visitors or staff in need of emotional support.
- Collaborate with the District Crisis Team.
- Make referrals for appropriate counseling services.
- Provide ongoing updates to the Incident Commander (IC).
- Develop a plan to help students return to the classroom in coordination with the IC.
- Provide information to parents, staff and students in coordination with the Communication Office and the Incident Commander.