



## Department of Safety

### Memorandum

To: School Leaders  
From: Melissa Craven, Director of Emergency Management  
Mike Gentry, EM Specialist  
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Remington McFadden, EM Specialist  
Joey Trujillo, Emergency Management Specialist  
Date: August 28, 2020  
Ref: Emergency Preparedness

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Welcome to the 2020-2021 school year.

We hope this finds you and your families in good health. We know this year looks very different from previous years and certainly not what any of us wanted. With that in mind we have moved our training and lockdown drills online. Unfortunately, we are still required to conduct evacuation (fire) drills as if we weren't in the midst of a pandemic.

#### Reminders:

- All district employees are required to wear DPS issued ID badges with the photo side visible while on district property. This is especially important now since we are also wearing masks.
- Our access control system allows auto unlocks to be created for your entry points. Doors should not be manually unlocked. By doing this you prevent us from being able to quickly secure your building. During a crisis every second counts. To have auto unlocks programmed on doors please email [securitybadging@dpsk12.org](mailto:securitybadging@dpsk12.org) or contact your Emergency Management Specialist. We can now train your designee to complete these tasks.

#### Important links and Updates:

Lockdown Drills will be conducted this year while adhering to social distance guidelines. Your Emergency Management Specialists will schedule a time for your drill and provide a link to a short video on how to conduct a lockdown. The intent is for teachers to play this video in their classroom. At the conclusion of the video the EM team will play the lockdown announcement for everyone to hear. We will be present to address any questions that may arise.

The Colorado Division of Fire Prevention and Control has released fire drill requirements for the 20-21 school year. The requirements *will not* change. All schools will be required to conduct a fire drill within the first 10-days of the beginning of in person learning. This means as soon as you have students in the building you will need to conduct drills. Fire drills will be required monthly after that. Please contact your Emergency Management Specialist should you need assistance conducting your drill.

### **Safe2Tell**

To update recipients for your building please click [here](#).

### **Online Training and Annual Certification**

This year's training will be delivered through the LMS and is titled [Emergency Management E-Team Training SY20-21](#).

### **Webinar Training**

We will be holding three live webinar training sessions in September. Attending one session will be required for building leaders if this is your first year in your current building. We encourage your entire E-Team to join you as well. Please select your date using this link.

[Webinar Sign-Up](#)

### **Drills Logs**

Dill logs will be completed electronically this year. Your FM has the link as well.

[Drill Log Form](#)

**Emergency Operations Plans EOP-** Click on the link to complete your plan electronically.

[Shared Campus](#)

[Single Campus](#)

Have a safe year and don't hesitate to contact us if you have questions. We look forward to working with you to keep everyone safe.

Regards,

*Your Emergency Management Team*