

## Emergency Management and Safety Protocols:

### Important Updates for School Leaders to start the school year

Welcome back! I trust you and your teams are looking forward to kicking off the 2023-24 school year with the same enthusiasm that's buzzing here in the Department of Climate and Safety.

Your unwavering commitment to providing a secure learning and working environment for our students and staff doesn't go unnoticed. As we prepare for another transformative year, I'd like to extend my heartfelt gratitude for your dedication and offer our support.

Below are important reminders and announcements to keep top of mind throughout the start of the school year and beyond.

#### Action Items

- **Lockdown Drills:** All schools are required to conduct a lockdown drill within 30 days of the new semester. Please contact DPS Dispatch at ext. 33911 prior to conducting any emergency procedure drill. The Department of Climate and Safety will be scheduling and observing lockdown drills at every school. **Lockdown drills will commence Monday, Aug. 28.** A separate email will be sent to you by your Emergency Management (EM) Specialist on how to schedule your drill. That email will also include a link to a video that must be shown to students and staff prior to the drill. Be sure to remind staff of [lockdown procedures](#). All lockdown and secure perimeter drills must be completed by Sept. 30.
- **Fire Drills:** Per the Denver Fire Department, one fire drill must be completed within the first two weeks of school and the remaining nine drills must be completed by June 3, 2024.
- **Emergency Operations Plans (EOP):** This year, our EOPs will be in Google. Your Emergency Management Specialist will share your blank EOP with you by Aug. 11. Having the EOP on Google will make it easier to fill out, edit and assign other staff members to view/edit the document. We suggest you share the document with everyone in your building but limit editing rights to a select few. All EOPs must be submitted by **Sept. 8**. Your EM Specialist will provide additional information in a separate email on the process to submit your EOP.
- **Drill Log:** All drills must be logged in the [Drill Log](#) for district-run schools. Non-district-run schools are also required to keep a log of their drills in their front office.

#### Emergency Drills

##### Standard Response Protocol (SRP) Language

- A uniform, planned, and practiced response to any incident is the foundation of a safe school. DPS has adopted the standard response protocol language system: **Hold, Secure, Lockdown, Evacuate, and Shelter**. Find more information on the Standard Response Protocol [here](#) (more resources are available in [Spanish](#), [Portuguese](#), [Somali](#) and [Arabic](#)).
- Staff may also view a short video of the [Standard Response Protocol](#).
- The Department of Climate and Safety will deliver Standard Response Protocol lanyard cards, which can be attached to your school lanyard. These cards provide a quick reference of the appropriate actions to take in the event of a school-related emergency. Stay tuned for more information about when to expect lanyard cards.



### Lockdown and Secure Perimeter Drill Requirements

- One Lockdown/Secure Perimeter Drill per semester with a total of two per school year.
- These drills will be scheduled with your assigned EM Specialist.
- All drills must be logged in the [Drill Log](#) for district-run schools. Non-district-run schools are also required to keep a log of their drills in their front office.

### SignUp Genius

- This year, we are implementing a new system to sign up for lockdown drills through SignUp Genius. Your EM specialist will send a link that allows you to pick the day of the scheduled week of your drill. Unfortunately, due to the number of drills we must complete every week and the propensity for drills to run late, we can not offer exact time slots for individual schools. However, there are morning and afternoon slots that can be selected if you prefer your drill to be conducted before or after lunch. Additional information about SignUp Genius will be shared in an email from your EM Specialist.

### Fire and Shelter-in-Place Drill Requirements

- One fire drill must be completed within the first 10 days of school, and one must be completed every month after for the remainder of the school year.
- One Shelter-in-Place drill must be completed per semester.
- All drills must be logged in the [Drill Log](#) for district-run schools. Non-district-run schools are also required to keep a log of their drills in their front office.

### Training

#### Learning Management System (LMS)

- This year, we will offer Emergency Management Training for all district staff through the LMS. **This training will go live Monday, Aug. 21.**
- Per Superintendent Dr. Marrerro's [Long-Term Safety Plan](#):
  - For 2023, there will be a continued emphasis placed on Mandatory Emergency Management training for all district staff within the current work-year calendar.
  - The basic emergency management training will be required for all district staff on an annual basis.

#### On-site Training

- Live training at your campus can be scheduled through your EM Specialist should you want to discuss issues specific to your campus and/or building.
- Search Procedure Training can be requested through the Department of Climate and Safety using [this form](#).
- A resource on conducting student searches will be provided by the Department of Climate and Safety by Aug. 21.

#### FusionX



- We are empowering schools to take control of their staff's access to their building. FusionX is the district's web-based system that provides a secure way to review door contact status as well as allows current users to search, view, and edit personnel and their access.
- This allows users to immediately give access to personnel that are in the system access to their school. With Fusion X, alarms (doors held) can be viewed, acknowledged, and cleared meaning doors propped open can be dealt with swiftly.
- FusionX training can be found [here](#) (you must be logged on to the DPS network to view). If you have any further questions or would like to request access, please email [Anna Guaragno](mailto:Anna.Guaragno).

## Important Safety Protocols

### Access Control

- All exterior doors must be secured at all times. No doors may be manually unlocked or propped open at any time.
- Our access control system allows auto unlocks to be created for your entry points to assist with students arriving and leaving, and special events. To have auto unlocks programmed, please email [securitybadging@dpsk12.net](mailto:securitybadging@dpsk12.net).
- Any unsecured door must be monitored by a staff member.
- We recommend all classroom and office doors be in the locked position at all times. Interior doors may be open or propped, but keeping them in the locked position allows them to be more easily secured in an emergency.
- Classroom and office doors should be shut and locked when rooms are vacant.
- All visitors, including DPS employees who are visiting a school where they are not assigned, must be checked in by the Raptor Visitor Management System.
- School staff should use the front entry intercom system as needed to screen potential visitors.
- By having any exterior door unsecured, you are placing your building at risk. Please be sure to secure all exterior doors.

### FOB and/or ID Cards

- All district employees are required to wear DPS-issued ID badges with the photo side visible while on district property.
- All DPS staff members are issued a district ID card or an electronic FOB that have embedded access technology. These are specifically programmed for their assigned building or duty location.
- Some staff members, due to work assignment and need, may have authority to access multiple sites and/or districtwide access and their ID card or FOB are programmed to meet their specific needs.
- All DPS middle and high school students should wear identification badges on school property during school hours.
- Eligible middle- and high-school bus riders are required to show their ID badges in order to ride DPS buses as well as access RTD bus service and Light Rail.

### Searches

- If the student's safety plan is due to a weapons/handgun nexus, an armed DPS patrol officer will be notified and respond to the school to conduct the student search.
- All CSOs who are also trained in searches, can support admin as needed with non-weapon-related searches. CSOs should not act independently without an admin present.



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## Climate and Safety

- Spontaneous reports of a student with a weapon should be handled urgently but do not always necessitate a Lockdown.

### Visitors Access Guidelines

- All visitors must enter DPS buildings through the main entrance.
- All visitors are required to have their identification scanned by the Raptor Visitor Management System. Please read Board of Education policies on [School Visitors](#) and [Public Conduct on School Property](#).
- Pre-approved community partners will continue to have access to DPS schools. A DPS community partner is defined as those organizations providing staff and student support to our schools. Examples of DPS community partners may include private duty nurses, Boys and Girls Club of Denver, etc.

### Safety & Climate Department Contacts

Please reach out to these contacts if you have questions.

[Kip Sixbery](#), Emergency Manager

[Lisa Wehrli](#), Patrol Operations Division

[Valarie Barrientos](#), Campus Safety Division

DPS Dispatch, 24/7 Dispatch Center: 720-423-3911 (33911 from any district phone)

Safety is everyone's responsibility. We value your partnership to make sure every student has a safe and welcoming learning environment. **Please share this information with your staff members before students arrive in your building**, and do not hesitate to reach out to us if you have any questions or concerns.

In partnership,

Kip Sixbery

Emergency Management Manager

DPS Department of Climate and Safety