



DPS Emergency Operations Plan for Schools

Directions for the Site Administrator/Principal

This Emergency Operations Plan **must** be completed and sent to the DPS Emergency Management Division (**electronically**) at the beginning of each school year. Please enter all information; get consultation as needed. Assign a designee to act as leader of the plan in your absence. Also assign key staff to Coordinator roles, making clear that, in their absence, you may call on alternates to perform these duties. Review all information in this emergency operations plan with staff members and inform them of where copies of this plan are kept (Site Administrator copy, office, Go Bag.).

Step 1: Enter your School Information

School Name	University Park Elementary	Address	2300 South St. Paul Ave
Principal	Grant Varveris		
Number of Students Enrolled	442		
Enrichment Programs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Name of Program	The Neighborhood Center
Total Participants	250		
Revision Date	8/2/2017, 1/30/18		

Step 2: Assign School Emergency Response Team Roles – “The E-Team”

As directed by the Site Administrator/Principal (Site Commander), the School Emergency Response-Team will respond to any emergency that affects the school building, students, staff, and/or visitors.

For E-Team roles please reference website or the emergency response manual

E-Team Role	Name	Position	Email Address	Cell Phone	Desk Phone
Site Incident Commander	Grant Varveris		grant_varveris@dpsk12.org		720-424-3412
Alternate	Jesse Broadfoot/Steve Nederveld		jesse_broadfoot@dpsk12.org en_nederveld@dpsk12.org		720-424-3458
First Aid Coordinator	Alexis Matter		alexis_matter@dpsk12.org		720-424-3410
Alternate	Sharon Rusin		sharon_rusin@dpsk12.org		720-424-3410
Student Supervision Coordinator	Sharon Rusin		sharon_rusin@dpsk12.org		720-424-3410
Alternate	Alexis Matter		alexis_matter@dpsk12.org		720-424-3410
Facility and Materials Coordinator	Dominique Alberta		dominique_abeyta@dpsk12.org		720-424-3421
Alternate	Shampange Padilla		shampange_padilla@dpsk12.org		720-424-3421
Student-Parent Reunion Coordinator	Corrigan Carlson, Mindy Ostrom, Sam Byrne		corrigan_carlson@dpsk12.org, mindy_ostrom@dpsk12.org, samantha_byrne@dpsk2.org		720-424-3410
Alternate	Jesse Broadfoot		Jesse_broadfoot@dpsk12.org		720-424-3423

E-Team Role	Name	Position	Email Address	Cell Phone	Desk Phone
School Crisis Recovery Team Coordinator	Sarah Holdeman		sarah_holdeman@dpsk12.org		720-424-3460
Alternate	Steve Nederveld		steven_nederveld@dpsk12.org		720-424-3458
Campus Safety Officer (If Applicable)	n/a				
DPD Resource Officer (If Applicable)	n/a				
LIST OTHER STAFF WHO HAVE FIRST AID TRAINING TO ASSIST FIRST AID COORDINATOR					
E-Team Role	Name	Position	Email Address	Cell Phone	Desk Phone
First Aid Assistant 1	Tracy Hartin		tracy_hartin@dpsk12.org		720-424-3427
First Aid Assistant 2					
First Aid Assistant 3					

Step 3: Identify a School Command Post and Communication Resources

The in-school Command Post will serve as a base for operations in the event of an emergency. Select two locations for the Command Post that has access to telephones and other building controls. Provide direct telephone numbers to be used in an emergency.

Command Post 1	Main office
Direct Phone Number	720-424-3410
Command Post 2	Gym
Direct Phone Number	720-424-3427

Step 4: Designate On-Campus Outside Assembly Areas

All schools have assembly areas where all students, staff and visitors evacuate to for all emergency evacuations and emergency drill evacuations. These assembly areas are to be no less than 100 feet from the building and should be used for any evacuation of the school building. Site Administrators and all faculty members are responsible for communicating and reviewing evacuation procedures and assembly areas, with all students, on a routine basis.

Assembly Area 1	South Playground
Assembly Area 2	East Playground

Step 5: Identify Two Off-Campus Emergency Evacuation Locations- Able to Walk To

These off-campus relocation facilities should be within walking distance from your school and able to house your students, staff, and visitors, until reunification is complete. Consider sites in opposite directions. Examples are nearby schools, churches, public libraries, parks or fields. Specify a first choice and a second choice (in case the first is unavailable). The district will supply support services (e.g. food, transportation, District Crisis Recovery Team, etc.) for these locations as the need dictates. Annually contact these sites directly to coordinate arrangements.

1st Evacuation Facility	Most Precious Blood School
Contact Person	Kellie Peterson
Address	2250 South Harrison St. Denver, CO 80210
Phone	303-756-3083
2nd Evacuation Facility	Observatory Park
Contact Person	
Address	2930 East Warren Ave Denver, CO 80210
Phone	303-871-5172

Step 6: Off-Campus Emergency Evacuation Locations- Transportation Required

These off-campus emergency evacuation locations **WILL NOT** be within walking distance from your school and will be able to house all students, staff, and visitors, until reunification is complete. The off-site emergency evacuation locations will be determined by the Department of Safety and Security in the event of a critical situation.

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).



EMERGENCY TEAM

DPS INCIDENT COMMAND SYSTEM

LOCKDOWN PROCEDURES

LOCKOUT PROCEDURES

EVACUATION PROCEDURES

SHELTER PROCEDURES

INITIATING A LOCKDOWN (DURESS BUTTON)

CRITICAL PHONE LIST

Denver Public Schools

Safety and Security Dispatch...	720-423-3911 or 33911
Safety and Security	720-423-3479
Risk Management	720-423-8226
Communications Office	720-423-3414
Facility Services, Service Coordination Center.....	720-423-4020
Transportation and Support Services	720-423-4624
Technology Services (DoTS).....	720-423-3600
Social Work and Psychological Services...	720-423-8034
Prevention and Intervention Initiatives	720-423-3319
Nursing and Health Services.....	720-423-3860
Enterprise Management	720-423-5600
Legal Department.....	720-423-3393
HR Connect.....	720-423-3900
Employee Relations Hotline	855-295-6776

Community Numbers

For any emergency.....	911
Police Department.....	720-913-2000 or 311
Fire Department	720-913-2400
Denver Paramedics	720-913-2200
Department of Human Services	720-944-3666
Safe2Tell.....	877-542-7233

For any incident, call 720-423-3911 and DPS Safety and Security Dispatch will notify essential personnel for you.

EMERGENCY PREPAREDNESS REQUIREMENTS

- A School Emergency Plan must be submitted within the first 2 weeks of the school year. The staff is required to be trained on the Emergency Plan within the first 30 days of the school year. The Emergency Plan includes instructions for the following procedures: evacuation, shelter, lockout and lockdown.
- All E-Team members must complete the online training program each year. Deadline for completion is October 1st. This training is located on the ERCM website, <http://ercm.dpsk12.org>. Lockdown, lockout, and shelter drills must be completed within the first 30 days of each semester.
- Evacuation drills must be completed once a month. The first evacuation drill must be completed within the first 10 days of a new school year. Subsequent drills must be held once a month throughout the year.
- Prior to and at the completion of any drill, **DPS Safety and Security Dispatch must be notified at 720-423-3911 or 33911.**

For further details, please log onto the ERCM website, <http://ercm.dpsk12.org>.