

# OPERATIONS, SECURITY, AND ENVIRONMENTAL SERVICES

**SECURITY DEPARTMENT**

**(303)442-2400 or  
(720)561-5051**

**OPERATIONS**


**(720)561-5083**

**ENVIRONMENTAL SERVICES**

**(720)561-5083**




# IN AN EMERGENCY

- If life threatening or serious in nature call 911 (on most district phones you must first dial 9); then call security, ext. 5051 or (303)442-2400.
  - For all other emergencies call security (303)442-2400, or ext. 5051.
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# CRISIS MANAGEMENT

- A crisis is any situation that runs the risk of:
    - Interfering with the normal operations of the school or school district
    - Escalating in intensity
    - Generating immediate media attention
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# Crisis Management Plan

- Schools have a Crisis Management Plan designed to provide all hazards response guidance
  - Ask your school principal what your role is during a crisis response
  - At a minimum, know how to report a problem you observe to the main office or Security.
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# Identification Badges

- All visitors need to check in at the office and get a visitor badge.
  - Employees who work at more than one building must obtain an ID badge from Security.
  - People in buildings that are not employees and don't have a visitor badge should be kindly directed to check in at the office.
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# SECURITY DEPARTMENT

## EXT. 5051

- Identification Badges
  - Manage Key Fobs
  - Monitor Intrusion Alarm Systems
  - Monitor Fire Alarm Systems
  - Patrol buildings at night
  - Assist building occupants with problems
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# DRILLS

- Fire drills must be conducted once per month.
- Everybody must participate.
- Lock Down, Lock Out, Flood or Tornado drills may be substituted.
- Employees may or may not have advanced warning.
- If Security is **not** notified of drill in advance Fire Department will be dispatched.



# ENVIRONMENTAL SERVICES

EXT. 5083

- Asbestos Management
  - Indoor Air Quality
  - Water Quality
  - Hazardous Materials Management
  - Pest Management
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# Operations

## Ext. 5083

- Custodial Support Services
    - Custodial Training & Support
    - Custodial Allocations
    - Substitute Custodial Programs
  - Integrated Pest Management
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# MSDS

- Material safety data sheets
  - Custodians at all buildings should have a set.
  - All schools with laboratories have a set.
  - You should have them for chemicals you use.
  - If you need help locating one call ext. **5083.**

# REPORTING UNSAFE CONDITIONS

- Any condition that you feel is unsafe either inside or outside the building should be reported.
- Report the problem to the main office. If problem persists call Maintenance (ext. 5143) Security (ext. 5051) or Operations (ext. 5083).



Questions?