

Intradistrict Communication

DATE: September 18, 2018

TO: Principals
Assistant Principals

FROM: Scott M. Thomas, Administrator of Auxiliary Services
Paul Bergera, Staff Assistant of Auxiliary Services
David Rostrom, Director of Facility Services
Lance Everill, Emergency Operations Manager

SUBJECT: Tactical Emergency Casualty Care (TECC) Classroom Kits Distribution,
Storage and Accountability

We anticipate that TECC kits will be delivered to your school sometime between October 1 and October 15, 2018. TECC kits will be delivered directly to the school administration, who will then verify and sign off that the accurate number of kits has been received.

A classroom TECC kit should be distributed to each classroom, computer lab, media center and office (main, attendance, counseling center) and stored in a safe and secure location. We recommend they be placed with the classroom "Go Kit", classroom first aid kit, or other accessible area within the classroom.

Teachers are responsible for the safekeeping of their assigned TECC kit. Please instruct all of your teachers and staff that they may also be accountable to produce the TECC kit, with all of its contents intact, during a random Jordan Safety and Security Assessment (JSSA).

Installation of your school wall-mounted kits will be scheduled and completed through the Facility Services Department.

Schools are responsible to pay the cost of any replacement TECC kits due to theft, damage or loss.

Cc: Administrative Cabinet