

## 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) Hands-On Training

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As indicated in a separate memo, you can anticipate the delivery of your school's TECC kits sometime between October 1 and October 15, 2018. However, even before your school receives the TECC kits, administrators are to begin the process of calling their local fire department representative to schedule a date and time that works best for you and your staff to receive your 45-minute hands-on training.

School administrators are responsible to have teachers and staff account that they have received the hands-on training and to keep that documentation on file.

Once you've scheduled your hands-on training, please notify your respective AOS of your scheduled date and time so that they might have the opportunity to participate.

Attached is the map and fire department contact name and number that corresponds with the city and your school.

Cc: Administrative Cabinet