



12/1/16

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*Our Mission:  
To inspire each student to  
extraordinary achievement  
every day.*

**Emergency Response Team (ERT)  
Guidelines**

The Twin Rivers Maintenance Department is committed to providing a professional and caring work ethic.

With that comes the responsibility to ensure that each child and adult is provided with a safe learning environment with buildings and grounds maintained in good repair.

The department has committed its staff to respond to emergency calls after hours and on weekends. This commitment ensures that emergency situations are addressed in a timely fashion so that the learning environment is not disrupted. With that in mind the following is a list of guidelines that the department will adhere to when responding to ERT calls. Please contact the manager on call @ **(916) 281-8557** with all emergencies.

- ◆ The stand-by assignments begin at 2:30pm until 6:00am Monday through Friday and all day Saturday, Sunday, and Holidays.
- ◆ ERT members must carry a district cell phone with them and remain available to arrive at any District required location within one (1) hour of being called.
- ◆ Change of ERT shifts will be performed each Monday by 6:00am.
- ◆ ERT will respond to the following emergencies that may disrupt a safe learning environment for our students.
  - Alarm signals after sites have been vacated
  - Intrusion systems that cannot be controlled by dispatch
  - Fire alarm signals
  - Vandalism calls
  - Major graffiti on district property
  - Any situation that may interfere with the operation of the district
  - Response requested by management
- ◆ ERT will not respond to the following requests.
  - Open gates at sites or in stadiums
  - Set alarm system for sub custodians at sites
  - Open doors and building for public use
  - Open doors or building for individuals that have been locked out of room

Maintenance and Operations  
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