EMERGENCY COMMUNICATION TREE

First Responder
- Call 9-1-1
- Or receive incoming call from Denver Police District 3 (720-913-1300)

1. GROUPME Group Text: Open group text to Stanley Emergency Team

Anyone on this list immediately begins group text to “Stanley Emergency Team” – including details of the emergency and status. Members should reply-all to maintain contact:

- Buffy Naake (303-929-4759)
- Brittany Wright (408-455-6041)
- Jeremy Albright (303-378-7943)
- Melissa Knott (720-839-7113)
- Simone Brackett (720-244-3114)
- Stephanie Collins (720-951-3064)
- Sumant Bhat (413-896-4153)
- Greg Chalfin (303-888-0511)
- Kama Kreutzer (303-884-9511)
- Sara Stern (720-236-8990)
- Stacey Toevs (720-244-0319)
- Susan Farr (303-246-3436)

2. GROUPME Group Text (or phone/in-person): Triage your teams

- Stephanie: 3-4-5 teachers, resource staff
- Simone: K-1-2 teachers, resource staff
- Greg: Middle school teachers, resource staff
- Buffy, Kama, Stacey: Administrative staff, visitors
- Sumant, Buffy, Stacey, Susan: Determine who takes steps to alert community

3. BLACKBOARD Alert Community: Push Notifications of status to all-staff and all-parents

- Susan, Stacey or Sumant (or if unavailable; someone from the list of trained communicators on page 2)
- Log into Blackboard BbCommsHQ Mass Communications system from mobile app or laptop (https://stanleybps.parentlink.net/)
  User name is your @stanleybps.org email address and password (as set by individual or Bulldogs4)
- Use “Saved Messages” to locate emergency text templates for hold/secure, lockdown, weather, etc.
- Stay in contact during active emergency
- SchoolPass emergency communications and attendance-tracking is also available to all employees
- Close emergency via “All-clear” text
### GROUP ME – Sample language for staff-alert group texts

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TEXT MESSAGE (140 characters)</th>
<th>NEXT STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHELTER-IN-PLACE WEATHER EVENT</td>
<td>A tornado warning is in effect for the Lowry Area. Keep children inside, shelter in place. Reply back with questions or status updates.</td>
<td>Get everyone to safety according to the type of weather – high ground for water, shelter for tornado, etc. Reply all only as needed with actionable needs or questions.</td>
</tr>
<tr>
<td>SHELTER-IN-PLACE WEATHER EVENT – ALL-CLEAR</td>
<td>Weather emergency is lifted. Go back to normal activities. (Or: Prepare for delayed carpool lane process at 3:30pm.)</td>
<td>n/a</td>
</tr>
<tr>
<td>HOLD/SECURE</td>
<td>Stanley is initiating an emergency hold/secure. DPD is aware and engaged. Gather everyone inside, lock your doors and continue normal activities. Threat is NOT on campus. Reply back with needs or status.</td>
<td>Get everyone to safety. Reply all only as needed with actionable needs or questions.</td>
</tr>
<tr>
<td>LOCKDOWN (STAY PUT, STAY SAFE)</td>
<td>Stanley is locking down campus due to [specific threat]. Stay put inside and lock doors – or go right away to a sheltered space inside. DPD is aware and helping. Reply back with needs or status. [GIVE SPECIFICS ABOUT UNSAFE LOCATIONS OR SPECIFIC ACTIONS TO TAKE].</td>
<td>Get everyone to safety. Reply all only as needed with actionable needs or questions. <strong>Do not share anything about the emergency with students or parents that you do not know; it's easy for panic to rise when sharing unconfirmed information!</strong></td>
</tr>
<tr>
<td>OTHER</td>
<td>Stanley emergency team: Unknown alert, need help ID-ing next steps – report to Tim’s office immediately [or reply by this text] for next steps. Known alert: We have called 9-1-1 and are working with police due to a [specific emergency]. Notify your teams immediately. Reply back with status, needs.</td>
<td>Stanley will provide details and follow-up to staff and parents during the emergency via text and afterwards via email. In hold/secure or lockdown situations, Stanley coordinates with emergency responders to determine the appropriate time to release the school, staff and students.</td>
</tr>
</tbody>
</table>

More resources at [stanleybps.org/emergency](http://stanleybps.org/emergency)