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Online Resource • www.stanleybps.org/emergency
WHAT TO DO, WHO TO CALL

FIRST: 9-1-1

DIAL 9, THEN 9-1-1 ON DESK PHONES

> Be calm, and state the problem clearly
> Let the operator guide you
> Stay on the line to give location/directions

Take emergency steps (tornado, lockout, etc., in this guide)

Call (9) 9-1-1 even if unsure

Give first aid as best you can

Inform parent, get their instructions

Contact head of division or school or ERT member and the front desk

Ask others to help

Staff should accompany a child in ambulance if parent not yet available

Stay tuned to school communications in ongoing emergency

Follow up with an accident report, cc heads, school health coordinator

NEXT: ALERT FRONT DESK (EXT. 0) & EMERGENCY RESPONSE TEAM (ERT) MEMBER:

<table>
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<tr>
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<td>Student Health Coordinator</td>
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### SHELTER
Seek cover indoors

- Member of ERT initiates SHELTER procedure with classrooms and offices via intercom and/or text system or other means.
- ERT member alerts any teachers/supervisors with children outdoors.
- All students and staff move indoors and take shelter in classrooms or in designated hallways and basements in the case of tornado or other weather emergency.
- Remain in shelter location until member of ERT signals it is safe to go outside.

### EVACUATE
Move to a safer location

- Member of ERT initiates procedure via intercom and/or text system or other means.
- Instructions will include “EVACUATE” to a location -- either the GYM or SOCCER FIELD.
- Students leave all materials and walk calmly and quietly to nearest exit.
- Students line up IN GYM or on SOCCER FIELD with whatever staff or classroom group they were with when evacuation began and await instructions.
- Supervising teachers and staff take attendance (using the list in this packet) and give needed first aid.
- ERT determines whether to move students to off-campus location.
- ERT provides Disaster Kit if necessary.
- ERT meets with responding emergency personnel (i.e. fire department, police).
- Teachers remain with their classes until member of ERT signals it is safe to return to school activities.

### LOCKOUT
Continue activities behind locked doors

- Due to potential dangerous activity nearby, but not on campus, a member of ERT initiates LOCKOUT procedure via intercom and/or text system or other means.
- ERT alerts any staff with children outdoors so they can be moved indoors.
- Staff lock classroom/office access points.
- Faculty and staff conduct classes and school business as usual until member of ERT communicates it is safe to return to normal activities.

### LOCKDOWN
Doors locked, lights out, out of sight

- Due to a threat on campus, member of ERT initiates LOCKOUT procedure via intercom and/or text system or other means.
- ERT alerts any staff with children outdoors so they can be moved indoors.
- Staff lock classroom/office access points.
- Everyone -- staff, students, visitors -- shelter quietly, out of sight and behind locked doors until member of ERT or emergency personnel communicates next steps or that it is safe to return to normal activities.

Teachers and staff who work in after-school programs should also consult the “Emergency Procedures for Enrichment and Extended Day” at the end of this packet.
### GAS LEAK, FIRE, TORNADO, EXTREME WEATHER

#### Gas Leak
- Immediate responder (staff, visitor or student) pulls fire alarm. (If student discovers leak, he or she must report findings to an adult after raising the alarm.)
- Students and staff in buildings involved follow EVACUATE procedure (page 3) — going to designated locations:
  - 6-7-8 and 3-4-5 classes to the fence on the north side of the playground (along 5th Avenue)
  - K-1-2 classes go to K-1-2 carpool pick-up in front of the west side of the gym

#### Fire
- Immediate responder (staff, visitor or student) pulls fire alarm. (If student sees smoke or fire, he or she must report findings to an adult after pulling alarm.)
- Students and staff in buildings involved follow EVACUATE procedure (page 3) — going to designated fire locations:
  - 6-7-8 and 3-4-5 classes to the fence on the north side of the playground (along 5th Avenue)
  - K-1-2 classes go to K-1-2 carpool pick-up in front of the west side of the gym

#### Tornado
- Witnessing person contacts member of ERT (see page 2 of this packet), or tornado siren sounds.
- ERT initiates SHELTER procedure (page 3).
- Students and adults go to tornado locations (at right).

#### Tornado Locations:
- **Art barn**: go to basement of Building 3
- **Ballroom**: sit against west wall (on big stage)
- **Buildings 1-5**: go to basement of each building
- **Extended Day**: sit along hallway between the ballroom and head's office
- **Gym**: move to locker rooms
- **K-1-2 classes**: go through Extended Day room to hallway between ballroom and head's office
- **Library**: sit along hallway between lunchroom and library
- **Lunchroom**: sit along the mural wall that meets the ballroom (northwest corner)
- **Science barn**: basement of Building 4 (Spanish and resource rooms)

#### Lightening or Hail Storm
- Witnessing staff member contacts member of ERT (page 2).
- ERT initiates SHELTER procedure.
- Students and adults shelter inside.

#### Earthquake
- If advance warning is received, ERT initiates SHELTER procedure (page 3).
- If no warning, everyone takes cover under tables or stands in doorways.

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*Teachers and staff who work in after-school programs should also consult the “Emergency Procedures for Enrichment and Extended Day” at the end of this packet.*
VIOLENCE, SUSPICIOUS PERSON(S) AND OFF-CAMPUS EMERGENCIES

Criminal violence or violence involving weapons

- The immediate responder -- the person first available -- administers first aid as best they can and calls or directs someone to call 9-1-1 for emergency professionals.
- Contact an Emergency Response Team (ERT) member (page 2).
- ERT initiates LOCKDOWN procedure (page 3) and coordinates communication.

Suspicious person on campus

- Witnessing staff member notifies ERT (page 2) or, with another adult, confronts the individual.
- If student is a witness, he or she must report the person to an adult immediately.
- Member of ERT confronts individual or contacts police at his or her discretion.
- If necessary, ERT initiates LOCKDOWN procedure (page 3) and coordinates communication.

Bomb threat

- If a threat is received by phone, the person receiving the call remains on the line asking for details: who, what, where, when...
- Contact or get help contacting an ERT member (page 2)
- ERT initiates EVACUATE procedure (page 3).
- ERT calls 9-1-1.
- ERT coordinates communication with first responders.

Field trip emergencies

- Staff member or chaperone calls 9-1-1.
- Immediate responder administers any required first aid and works with other staff/chaperones to direct the ambulance.
- Staff member contacts front desk (ext. 0) who notifies member of ERT.
- If two or more adults are chaperoning trip, an adult accompanies injured student in ambulance.
- ERT contacts families of children immediately involved, directing them to hospital.

Lost child

- Staff member or chaperone notifies member of ERT (page 2).
- ERT organizes initial search and contacts local police.
- Head of school contacts parents.
- Head of school meets police and organizes response based on direction from police.
REPORTING SUSPECTED ABUSE OR NEGLECT

Under the “Child Protection Act of 1987” (C.R.S. § 19-3-301) in the Colorado Children’s Code, teachers are required to report suspected child abuse or neglect. The law at C.R.S. § 19-3-304 states that a teacher who has “reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency.”

DEFINITION OF ABUSE OR NEGLECT

“Abuse” or “child abuse or neglect” means an act or omission in one of the following categories which threatens the health or welfare of the child: skin bruising, bleeding, malnutrition, failure to thrive, burns, fractures, subdural hematoma, tissue swelling or death; any case in which a child is subjected to unlawful sexual behavior; any case in which a child is in need of services because the child’s parents, legal guardian or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take; or any case in which a child is subjected to emotional abuse. Child abuse that must be reported includes adult-to-child conduct and child-to-child conduct and can include conduct that occurs on or off campus. The school will cooperate and assist the local authorities or law enforcement agency in any ensuing investigation.

REPORTING SUSPECTED ABUSE OR NEGLECT

If at any time a staff member reasonably suspects that child abuse or neglect has occurred, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-Kids or 1- 844-264-5437 or to the local county department of social or human services or the police department. A staff member should not wait to report suspected abuse until he or she has had an opportunity to investigate — timeliness in reporting is important.

In addition to and independent of the above reporting requirement, the staff member must immediately inform either the head of school, the director of operations or a member of the school’s review team of the suspected abuse or neglect. If a staff member is unsure whether conduct should be reported, he or she should speak with a member of the review team to help evaluate the conduct and the staff member’s reporting obligations. (The director of operations maintains a list of review team members.)

RESPONDING TO DISCLOSURE OF ABUSE BY A CHILD

Below are some suggestions for responding to disclosure of abuse by a child (from “Preventing and Reporting Child Abuse: Guidance for School Personnel,” Colorado Department of Education, 2002):

WAYS TO SUPPORT THE STUDENT

- Remain calm and neutral; support the student with active listening.
- Reassure the child he/she has done the right thing by telling someone.
- Let them know you will do your best to lend support.
- Listen to them without interruption; let him/her talk.
- Tell the student that there is help available.
- Let the child know you must report the abuse to someone who has helped other children like him/her and their families.
- Let the child know what will happen when the report is made (if you have appropriate information).
- Seek out your own support person(s) if needed.
- Report the incident to the proper authorities.

SOME DON'TS

- Don’t promise to keep a secret.
- Don’t make judgments.
- Don’t express panic or shock.
- Don’t convey impatience if the child is not ready to discuss the abuse.
- Don’t make negative comments about the perpetrator.
- Don’t disclose information to anyone other than those involved to help the student.
Everyone at Stanley BPS is prepared to be an immediate responder – the first person who steps in to do whatever he or she can to help another or stop a bad thing from happening. The immediate responders are already helping before emergency response personnel (ambulance, police, fire fighters, etc.) are notified of a problem and get to the scene of the emergency.

Stanley’s immediate responders can use this packet to clarify their first steps. In our intentional, collaborative setting, it is natural for staff to work together to manage the first moments of a crisis and then turn to Stanley’s Emergency Response Team (ERT) for next steps. Members of the ERT have training and responsibility for helping carry out emergency procedures and following through afterwards with rest of the ERT and the head of school.

WIDENING THE COMMUNICATIONS NET
As the first member of the ERT, the head of school (and designates of the head of school) is trained to identify and initiate next steps appropriate to the emergency situation. For example, he or she would report to the police any emerging or reportable incidents not already known to the police. As appropriate, the head of school meets with senior administrative staff, members of the Board of Trustees and school counselors to facilitate follow-up such as providing support for students, creating a specific crisis management team, and conducting on-going communications with parents or the broader community.

FOLLOW-UP TO THE STANLEY COMMUNITY VIA TEXT AND EMAIL
The head of school, director of operations, communications or other designate of the head of school will initiate and carry out conversations and correspondence with Stanley families. The designated communicator will be part of the ERT’s debriefing and ongoing discussions and will notify parents and guardians of any emergent situation on campus (including instructions about pick-up/reunification plans if needed) via cell phone text messages and email.

HANDLING MEDIA INQUIRIES AND CRISIS MANAGEMENT
The designated communicator will be the official school spokesperson for any and all media Inquiries. Stanley staff and families should refer all comments and questions to the head of school or designate of the head of school. At the discretion of the head of school or president of the Board of Trustees, the school may convene a crisis management team to guide the school through managing a crisis and any resulting internal and external communication. The crisis management team may consist of the head of school, one or two members of the Board Executive Committee, the school’s attorney, a crisis communications consultant and others as necessary.

Questions about this packet or anything in it should be directed to Stanley’s director of operations.

Non-emergency contacts

• Denver Police, 720-913-2000
• Denver Fire, 303-331-4146
• Lowry Community Resource Officer Mike Bourquez, 303-505-5471
9-1-1 (DIAL 9 FIRST ON DESK PHONES) FOR EMERGENCIES INVOLVING IMMEDIATE THREAT

**EVACUATE**
Fire Alarm
- Escort your class to the nearest exit and line up on the main recess field.
- Take attendance.
- Wait for instructions from a member of the Emergency Response Team — likely the Extended Day director during after-school hours.

**LOCKDOWN**
Locks, Lights, Out of Sight
- Lockdown will be announced via phone intercom, text or in person by staff member.
- Lock doors, turn out lights and shelter quietly out of sight until further instructions.
- If outside, take students to the nearest classroom, and follow above until further instructions.

**SHELTER**
Tornado
- If you hear a tornado siren, take your class to an interior hallway or a basement.
- Await instructions from a member of the Emergency Response Team.

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**EMERGENCY RESPONSE TEAM (ERT) MEMBERS**

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EXTENDED DAY PROGRAM STAFF ACKNOWLEDGEMENT

Stanley British Primary School Extended Day program staff acknowledge the receipt of the school’s Emergency Guidelines packet and acknowledge they have received the Stanley building and physical premises safety training provided by Stanley’s director of operations, head of school or a designate.

Acknowledged:

________________________________________
Employee Name

________________________________________
Employee Signature

________________________________________
Date

This form is to be maintained in the files of Extended Day employees.