
EMERGENCY GUIDELINES

2020-21 EMERGENCY MANAGEMENT PLAN

Revised November 2, 2020

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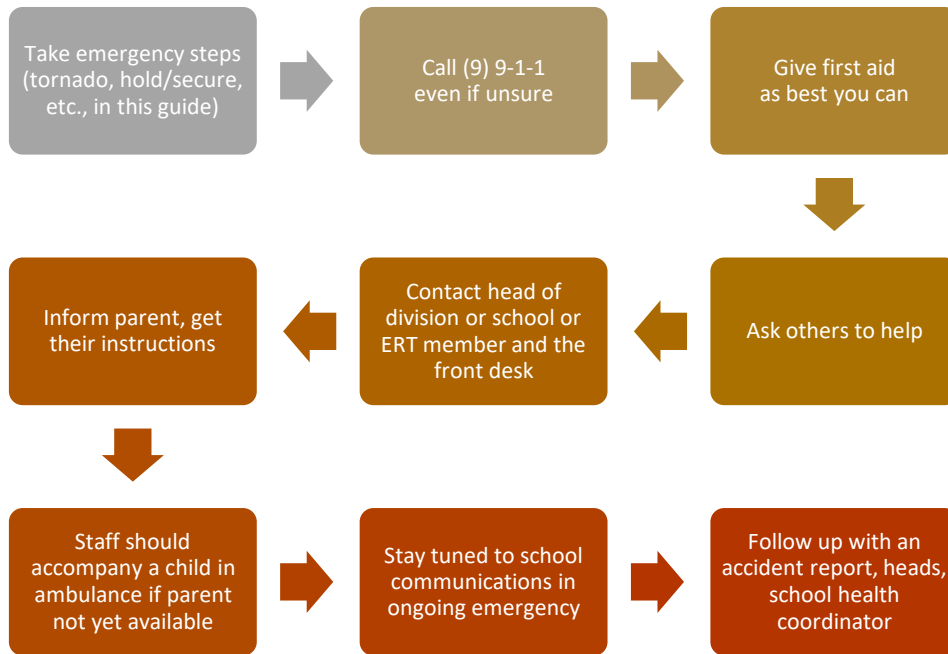
Online

• 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 | State the problem clearly | Let the operator guide you | Stay on the line



NEXT: TELL FRONT DESK (EXT. 0) & EMERGENCY RESPONSE TEAM

Sumant Bhat	Head of School.....	ext. 142	cell: 413-896-4153
Buffy Naake	Director of Operations.....	ext. 185	cell: 303-929-4759
Jeremy Albright	Director of Facilities.....	ext. 143	cell: 303-378-7943
Samantha Boggs	Director Office of Community Engagement.....	ext. 173	cell: 415-517-5468
Simone Brackett	Head of K-1-2.....	ext. 160	cell: 303-503-7482
Stephanie Collins	Head of 3-4-5.....	ext. 162	cell: 720-951-3064
Greg Chalfin	Head of Middle School.....	ext. 219	cell: 303-888-0511
Susan Farr	Executive Assistant to the Head of School.....	ext. 171	cell: 303-246-3436
Melissa Knott	Student Health Coordinator.....	ext. 188	cell: 720-839-7113
Kama Kreutzer	Director of Finance	ext. 210	cell: 303-884-9511
Sara Stern	Director of Admission & Summer Program.....	ext. 167	cell: 720-236-8990
Stacey Witt Toevs	Director of Communications.....	ext. 172	cell: 720-244-0319
Brittany Wright	K-8 Coordinator	ext. 135	cell: 418-455-6041

SHELTER, EVACUATE, HOLD/SECURE, LOCKDOWN

SHELTER

Seek cover indoors

- Due to severe weather, 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

- Due to fire or gas leak, 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.

HOLD/SECURE

Continue activities behind locked doors

- Due to potential dangerous activity nearby, **but not on campus**, a member of ERT initiates HOLD/SECURE 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 LOCKDOWN procedure via 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.

EMERGENCY SITUATIONS AND LOCATIONS

Note: Your division head or a member of the school’s Emergency Response Team will communicate with you as closely and as often as possible. Please 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. More resources at stanleybps.org/emergency.

EVENT	PURPOSE	CAMPUS LOCATION - ACTIONS
SHELTER-IN-PLACE	Seek cover indoors due to extreme weather , such as tornado warning, hail storm or other dangerous weather.	Move students to the following safe locations until notified by Emergency Response Team: Hambidge Commons - hallways at lunchroom, library, and in extended day room. HUD Building – bathrooms or interior spaces away from windows and doors. Art Barn – Bathroom hallway Science Barn – Bathrooms at west side of building Duplex Buildings – Stairwells – move to basement and first floor Gym and Music Room – Locker rooms
HOLD/SECURE	In the event of a threat in the neighborhood off campus , such as a robbery or suspicious person in the area.	Move students inside to classrooms, lock perimeter doors and continue school operations as normal until notified by Emergency Response Team.
LOCKDOWN	In the event of a threat of violence or a suspicious or threatening person on campus .	Move all students in to classrooms, turn off the lights and move out of sight of windows as much as possible. Stay quiet and wait for instructions from first responders and/or Emergency Response Team.
EVACUATE	In the event of a fire or gas leak .	Evacuate all students outside to the following safe locations and await instructions from first responders or Emergency Response Team: Hambidge Commons – Exit out front entrance and gather on west side of gym. HUD Building – exit to the north side of Lowry Chapel. Art Barn – Exit to the north fence behind the Dragon. Science Barn – Exit to Witter Field along east fence. Duplex Bldgs 1-2 – Exit to Witter Field along east fence. Duplex Bldgs 3, 4 & 5 – Exit to the north fence behind the Dragon. Gym and Music Room – Exit to the north fence behind the Dragon.

VIOLENCE, SUSPICIOUS PERSON(S) AND OFF-CAMPUS EMERGENCIES

Criminal violence or violence involving weapons on campus

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

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.

EMERGENCY PREPAREDNESS & FOLLOW-UP COMMUNICATIONS

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 Stanley 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 Stanley 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 Buffy Naake at 303-929-4759 or buffy.naake@stanleybps.org.

Non-emergency contacts

- Denver Police, 720-913-2000
- Denver Fire, 303-331-4146
- Lowry Community Resource Officer
Mike Bourquez, 303-505-5471

COVID-19 AND PANDEMIC PROCEDURES

SCHOOL OPERATIONS DURING COVID-19

From a public health and school operations standpoint, the following core strategies are essential for us to maintain safe in-person learning, and we look to every member of our community to join us in these commitments:

- Handwashing and general health hygiene
- Masking – using face coverings to protect our classmates and teachers
- Physical distancing and cohort groupings
- Health screening, symptom monitoring and contact tracing
- Clear protocols for managing positive Covid-19 cases
- Supporting community members who may be particularly vulnerable to Covid-19 exposure
- Enhanced cleaning procedures and ventilation maintenance

Stanley's Student Health Coordinator Melissa Knott will continue to be a primary point of contact for families for all things student health related, including care plans, medications and daily medical support for students. During the 2020-21 school year, Melissa will be the main point of contact for managing Covid-19 screening, gathering information on testing, responding to and collaborating with public health authorities and supporting contact tracing or other procedures required if a closure of any type may be required. Melissa can be reached at 720-839-7113 or melissa.knott@stanleybps.org. Grade-level division heads will also serve as primary resources for both parents and staff.

HEALTH SCREENING AND SYMPTOM MONITORING

Stanley is using SchoolPass for daily community health screening and no teacher or student will be allowed to remain on campus without a complete health screen that includes Covid-19 symptom checks and temperature recording. Stanley will always follow current public health guidelines and we recognize these change often. Confidentiality is of the utmost importance. All student, staff or parent health screen information will be treated confidentially and shared only at the direction of Colorado Department of Public Health and Environment (CDPHE).

MANAGING A POSITIVE COVID-19 CASE ON CAMPUS

Given the nature of the Covid-19 pandemic, we must plan for the possibility of positive cases within our community. Families, staff and faculty are important partners in keeping everyone healthy and safe; please notify our Student Health Coordinator Melissa (720-839-7113, melissa.knott@stanleybps.org) or your division head as soon as possible when a positive case or known exposure occurs.

- The most current health orders and protocols will always be followed when addressing positive cases.
- Stanley is obligated to notify the CDPHE and the Denver Department of Public Health & Environment (DDPHE) with the name of any student, faculty or staff member with a confirmed Covid-19 case. Return-to-school Guide 2020-21 8 rev. 8/3/20
- Stanley will not share the names of any student, faculty or staff member with a suspected or confirmed case of Covid-19 with the school community. Stanley will, however, report the occurrence of a known exposure within a cohort group or building group.
- CDPHE and DDPHE will work with the Stanley Head of School and administrative team to determine any necessary closures and to work through contact tracing.