

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)

Sumant Bhat (413-896-4153)

Brittany Wright (408-455-6041)

Greg Chalfin (303-888-0511)

Jeremy Albright (303-378-7943)

Kama Kreutzer (303-884-9511)

Melissa Knott (720-839-7113)

Sara Stern (720-236-8990)

Simone Brackett (720-244-3114)

Stacey Toevs (720-244-0319)

Stephanie Collins (720-951-3064)

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

EVENT	TEXT MESSAGE (140 characters)	NEXT STEPS
SHELTER-IN-PLACE WEATHER EVENT	A tornado warning is in effect for the Lowry Area. Keep children inside, shelter in place. Reply back with questions or status updates.	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.
SHELTER-IN-PLACE WEATHER EVENT – ALL-CLEAR	Weather emergency is lifted. Go back to normal activities. (Or: Prepare for delayed carpool lane process at 3:30pm.)	n/a
HOLD/SECURE	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.	Get everyone to safety. Reply all only as needed with actionable needs or questions.
LOCKDOWN (STAY PUT, STAY SAFE)	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].	Get everyone to safety. Reply all only as needed with actionable needs or questions. <i>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!</i>
OTHER	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.	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.

More resources at stanleybps.org/emergency