

Communicate in times of emergency.

In emergency situations, priority #1 is keeping students safe. Priority #2 is communication with parents.

You need the most dependable plan for communication in times of trouble. Use Webex Teams as a safe way to communicate with guardians.



Keep everyone updated and manage stressful situations with organization and communication.

1. Download the app:

Have parents download the Webex Teams app to their mobile phone at classroom orientation. Make sure all your teachers do the same.

2. Internal Space:

Create a Space for you and your teachers as a internal hub for communications in emergency situations. Give it a title like “Emergency Notifications”.

3. Inform your teachers:

Use the internal Space as a way to post updates, that each teacher can share with their classroom or parents.

4. Parent/Guardian Space:

During the first week of school, create an “announcements only” Space for all the parents in each grade or class. This means only moderators you select can send messages. Add every parent by email address to the Space.

5. Explain your purpose:

Create a welcome message letting parents know this Space will only be used for crucial information. Tell them to turn notifications on, and they can check here for updates.

6. Emergency messages:

When you need to communicate emergency information in the parent Space, always include the name of a person they can follow up with on Webex Teams for more questions.

PRO TIP: After sending your message you can see who has seen it by the profile pictures at the bottom of the message window.

Cisco Webex