



TOWN OF GRAFTON

30 Providence Road
Grafton, MA 01519
(508) 839-5335
www.grafton-ma.gov

Dear Town Employee:

All employees are to follow the link below and register their information for INTERNAL communications from the Town via CodeRED. Employees will be placed into Contact Groups so that important information can be sent to them via email, text messages, and voice calls. Please note that during weather events the Town will **no longer** utilize a dedicated call in line for the status of operations and building closures. Therefore, you should provide your home phone number, cell phone number and carrier, and the email address that you monitor while you are not in the office.

Please keep in mind that this is for INTERNAL use only! Even if you have already registered for CodeRED you must follow the steps below to be included on these important internal notifications.

All you have to do is follow the link provided and the steps listed below:

<https://login.coderedweb.com/CGE/CGELogin.aspx?groupid=jmUXXzP4wS2NiT69CTO9UQ%3d%3d>

Please follow the following steps:

1. Click on the link listed above
2. Click on "New User"
3. Input your email address – this can be your Town email account. You will enter the email you wish to receive messages at in step 5.
4. Once the confirmation email comes through with your LogIn and Password, login to the Community Contact Enrollment system
5. Please supply as much information as you would like, as it will be used when sending out CodeRED messages to the INTERNAL Contact Groups. *****In the "comment" box, please list the department that you are in along with your job title. Text and Email messages will be the primary notification method for these communications. Voice calls will only be used as a last resort or in time of extreme need.*****
6. After you've entered in your information, click submit.
7. Verify whether the information you've submitted is correct, and click continue.

Thank you for your cooperation! If you have any problems submitting your information, please contact Becki Gallahan, at the number provided below.

**BECKI GALLAHAN OPERATIONS SPECIALIST
EMERGENCY COMMUNICATIONS NETWORK**

TEL 866 939 0911 x198

EMAIL bgallahan@ecnetwork.com