

SAMPLE*
Classroom Phone Tree

This year SCS is implementing a phone tree for each classroom. This will be used in the event that an evacuation should occur.

How the phone tree will work:

1. The Teacher will contact one of the Room Representatives.
2. The Room Representative will then contact the next two parents on their list.
3. Those two parents will then contact the next two parents on their list and so on, until everyone in the classroom is reached.

The goal is to always talk to a person and not leave a message. If a parent has to leave a message, it is their responsibility to call the names on that parent's list to insure that everyone gets called. We will be conducting several drills of the phone tree to ensure that it is working.

We need your help:

To ensure the success of the phone tree we are asking that each parent fill out the information below and return it us as soon as possible. We will compile a list/chart for each parent with all the updated information. It will also show you who you will be responsible for calling.

If you have any questions please feel free to contact us.

Sincerely,

Room Rep Info
Room Rep Info

Student's Name: _____ Teacher: _____

Primary Contact: _____ Relationship: _____

Home #: _____ Work #: _____

Cell/Pager #: _____

Circle the phone number we should contact first. Home Work Cell/Pager

Secondary Contact: _____ Relationship: _____

Home #: _____ Work #: _____

Cell/Pager #: _____

Circle the phone number we should contact first. Home Work Cell/Pager

Other Contact: _____ Relationship: _____

Home #: _____ Work #: _____

Cell/Pager #: _____

Circle the phone number we should contact first. Home Work Cell/Pager

* Designed by Kelly Sterling