

Room Parent Emergency Communication System

In the event of an emergency during the school day, the Room Parents, as part of the PTO, assist the school by administering the “emergency communication system”. This service is only put into effect in emergency situations, and is initiated by the principal when urgent messages need to be relayed to families. Situations could include, but are not limited to, late bus arrivals and departures from field trips, and early school closings due to weather, etc. (Please note that this system is not used for “snow day” school closings or delays that are announced before the start of the school day.) It is important to make our best effort to ensure every family is informed.

The Room Parent Coordinators will provide you with a class list with phone and email information which has been collected by the school. Please ask parents to double check/confirm the accuracy of their phone numbers and email addresses at Curriculum Night and/or by email. **Have parents provide you with a primary and secondary phone number for emergency notifications, and a primary email address.**

The Room Parents for each class will split the list and be responsible for calling their class. Please contact your room parent partner(s) to decide (in writing) how you will split up the telephone list. Please also assign one Room Parent to be the primary designated contact for the Room Parent Coordinators, and let us know who it will be ASAP.

Once you have divided up your telephone call list, make several copies to ensure that it’s readily available to you: at home, in your car, in your office, on your computer(s), and/or on your PDA. Be sure to keep it somewhere you can access it quickly in the event of an emergency. Please remember that the information contained on the call lists is confidential, is not to be distributed beyond the room parents, and is only to be used for these purposes.

In the event that the emergency communication system needs to be enacted, one of the Room Parent Coordinators, the designated Room Parent for your grade, or the Kindergarten Reps will call the primary designated Room Parent contact for each class. That Room Parent calls their room parent partners, and together they call their lists, as previously divided. The emergency message will also be sent by email through listserv, and the Room Parent Coordinators will also email the Room Parents instructing them to begin the calls for their class.

It is very important that you promptly call the families on your telephone list and speak with a person “live”. If you encounter voicemail, please leave a message and ask that they call you back to acknowledge that they have received your message. Continue calling the other numbers you have for that family until you speak with someone live, or they have called you back.

Once you have completed the calls on your list, **contact the School Office (HH 508-358-2120, Loker 508-655-0331) to inform them of any families that you were unable to speak with for any given child on your list.**

Thank you for your time and efforts in this very important task! Please don’t hesitate to contact us if you have any questions.

Sincerely,
Happy Hollow & Loker Room Parent Coordinators