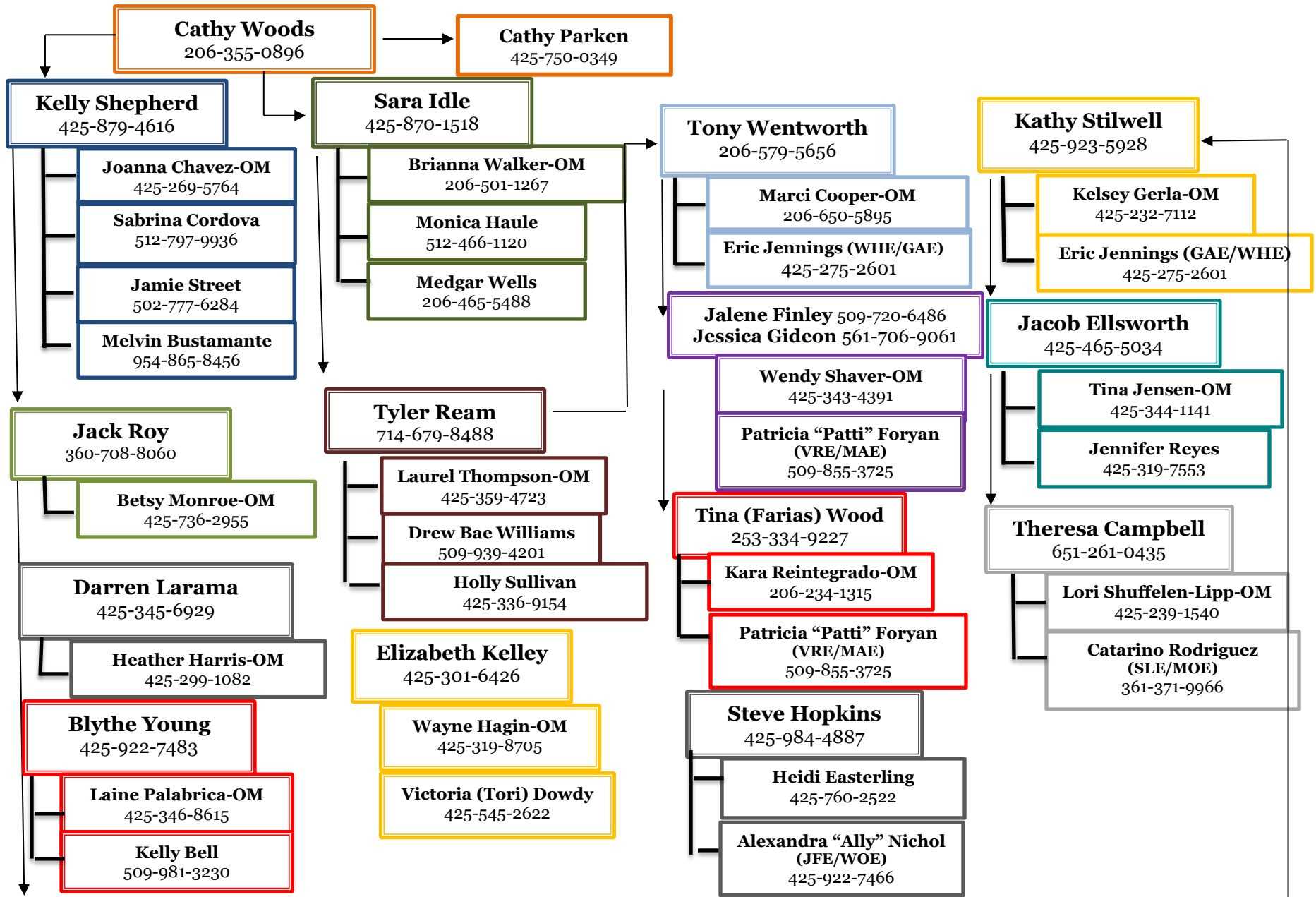


2024-25 Region 1 - Emergency Phone Tree





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Procedure for Implementing Administrative and School Emergency Phone Trees

The Emergency Operations Plan contains detailed information about emergency procedures. This simplified procedural outline should help principals when they confront an emergency situation that appears to dictate the implementation of phone trees before or after the student day.

Before such a situation:

- **Keep your cell phone charged and readily available to you at all times.** (During power failures, phones often fail.)

After the decision has been made to implement a late start or school closure, the information path will proceed thus:

- The regional superintendents will initiate the regional emergency phone trees as have been published.
- Principals should call their person(s). If no personal contact is made, leave a message, and call the next person(s) on the regional phone tree. Also, notify an alternate from that school.
- Communications will initiate the ParentSquare announcement to all staff and families.
- Principals will implement the appropriate emergency response activity.
- On school closure days building administrators and head custodians are expected to be present at school during regular work hours.

On inclement weather days when the school day has not been modified, certificated, and classified staff are expected to arrive at school as close to the regular workday start time as is safe.