

To: Martha Jones Parents
From: Martha Jones PTO
Regarding: Emergency Phone Chain

December, 2003

Dear Parents,

State mandate requires that each school organize an emergency telephone chain, to be used in the event of an emergency or other event requiring the student body to be dismissed early (for example, a prolonged power outage or heating system failure). The PTO has been asked to compile a prioritized list of contact telephone numbers for each family, which could then be used by room parents to notify parents quickly.

We are requesting that you complete the form at the bottom of this page, to ensure that the list includes the most current information. Have your eldest attending child return the completed form to the school (or look for the form online – see below). The PTO will then make the information available to room parents to use in the event of such an emergency. If there are any questions about your family’s information, a room parent will be in touch.

PLEASE NOTE: We hope to make this form available electronically (as a Word document) within the next few days. Please keep an eye on the PTO News page, which will enable you to download the form and email us your information in lieu of the printed form. We would encourage you to do this, because it is more efficient and eliminates transposing errors. It should also save you time next year! To do this:

1. Go to <http://www.mec.edu/westwood/MarthaJones/Martha.htm> (NOTE, this is case sensitive!)
2. Click on “PTO News” and then click the Emergency Contact List link to download the Word file
3. Email the completed form to Mary Masi-Phelps and/or Mary Beth Persons (we do not post email addresses on the web - their addresses are on the printed form being sent home in backpacks).

Thank you for your cooperation in creating the emergency telephone chain.

Sincerely,

Cynthia Fitzgibbon (Parent Co-Ordinator)
 Mary Masi-Phelps, Mary Beth Persons (Co-Presidents)

Please list your current home, work, & cell # (if you're close by), as well as your spouse's numbers, and at least 2 family members or trusted neighbors in the area who are authorized to pick up your children at school. Numbers will be called in the order listed.

Child’s Name: _____ Teacher: _____

Additional children: _____

Please call:

	Name	Telephone number	Extension
1		()	
2		()	
3		()	
4		()	
5		()	
6		()	
7		()	

___ Check here if list differs from a sibling's.

Parent/Guardian completing form: _____ Date: _____

Please Return this form by Friday, December 19, or look for the form online on the PTO News page of the Martha Jones web site, and email it to Mary Masi-Phelps or Mary Beth Persons.