

EMERGENCY PHONE BROADCAST INFORMATION

What is a phone broadcast system?

The power of a phone broadcast system is its ability to share information quickly with students' families, including school closings for inclement weather, power outages, emergency safety measures, transportation changes, reminders, and announcements. Eudora Schools uses SchoolReach to provide this service, allowing district and building administrators to contact all affected families within moments.

You need not sign up for this service — your inclusion is automatic. We simply are asking for your help in identifying the numbers you want us to call. Rest assured that your personal information and contact numbers will be strictly secure, and you will not receive any non-school messages as a result of this service.

Primary contact number

A home number for each student is kept in a "Primary" list. The Primary list is used for communications in the late night or early morning (such as a snow day), or on the weekend. It also is the number used for reminders and non-urgent announcements. This number is obtained from each student's enrollment form. (For families with no home land line, an alternate cell phone is designated.)

Emergency contact numbers

Emergency numbers in SchoolReach, such as a parent/guardian cell or work phone number, are used when there is urgent information to be shared with parents or guardians during the regular school/work day. Every student has the option of up to three additional emergency contact numbers, in addition to the home number on the Primary list. Emergency numbers will be called all at the same time (there is no option to prioritize the numbers). Please note the following criteria when selecting the best numbers to be included for your student's emergency contacts:

- You must include an extension to be dialed if you list a number that is answered by a switchboard operator or automated attendant.
- If you list a number for someone other than a parent or guardian (such as a grandparent or neighbor), please inform that person that they may receive recorded messages from the schools and how you would like them to handle the information provided in a message.
- Please do not list numbers that are answered in multiple locations (such as a dispatch center).
- Numbers must include an area code — 800/866/877/888 numbers will not work in this system.

Child's name _____ Child's date of birth _____
(Please print) First name Last name MM/DD/YYYY

Emergency contact numbers to be used by the SchoolReach phone broadcast system			
⇒ Do <u>not</u> enter your home number in this section—it has been collected from PowerSchool, or each student's enrollment form.			
Area code	Emergency phone number	Extension	Type (Example: mother cell phone, father work phone, etc.)

I have read the information on this form and designate the numbers listed above as my child's emergency contact numbers for SchoolReach broadcast system. I understand that any change in the above numbers must be reported to my child's school office to update these records.

Signature of parent/guardian _____ Date _____