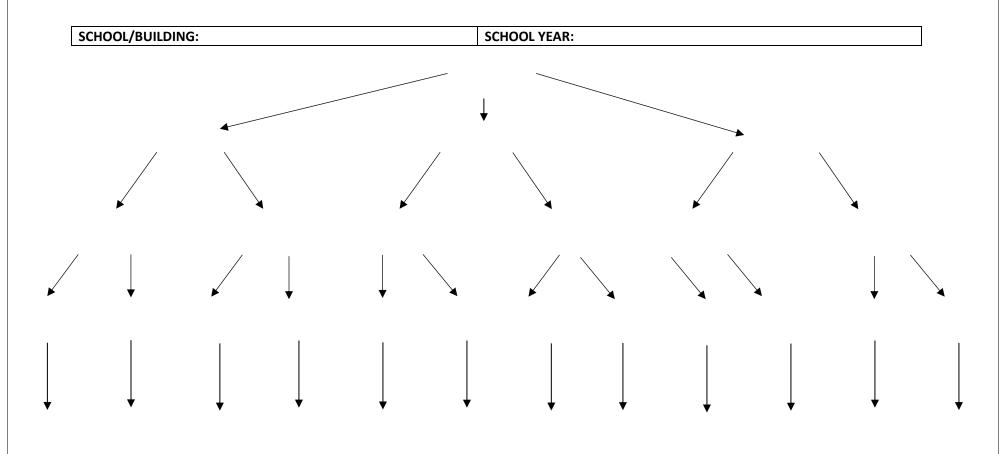# Emergency Response Plans
Telephone Tree
Administrative Procedure 8.34B

(to be completed / updated in September of each year)

In case of an emergency where all staff need to be contacted, electronic call out system will be used (ex. School Messenger). If system is not available, or deemed not appropriate, the telephone tree system will be activated. Staff need to keep a current copy at home for easy access as needed.

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SCHOOL/BUILDING:	SCHOOL YEAR:

NOTE:

- If you have a change in number, please advise Principal/Manager
- If the person you are calling is not home, please phone the people they would have phoned.