

## **II PHONE TREE PROCESS**

The roster for your “branch” of the phone tree will be updated at the beginning of each school year at a minimum and distributed to generating callers whose names appear in CAPS and/or appear bold / starred on the phone tree.

**CAPS callers include the two Principals, Director of Maintenance and Operations, Business Manager and Willow Creek Academy Head of School.**

**Bold / starred callers are employees designated to contact other employees.**

The phone tree will be activated once an announcement has been issued from the Superintendent; the Superintendent’s Secretary will contact all CAPS callers, the first persons on each branch.

Each CAPS caller will contact all bold/starred callers on their branch.

Bold/starred callers will contact the small group of employees listed below their own names (average 3-4 people).

Repeat the message exactly as it has been delivered to you.

If you are a bold/starred caller, verify that the message has traveled through your group by contacting the CAPS caller on your branch.

If you are a CAPS caller, verify that the message has traveled through your branch by contacting the Superintendent’s Secretary.

The Superintendent’s Secretary will complete the cycle by contacting the Superintendent.

This roster is maintained/updated by the Superintendent’s Secretary. Please convey any changes in your contact information to her/him immediately.

It is recommended that you enter your “contacts” in your ready dial system and cell phone mail contacts roster. You may have to call your contacts on a weekend or holiday, when you may not have a roster handy.

Each district employee should know their “generating” caller. When you receive an update, please add it to your staff manual for Disaster Preparedness.