

EMERGENCY PHONE TREE

School _____ Teacher _____ Date _____

Please use the following form to create a phone tree. In the unlikely event of an emergency, parents may need to be contacted quickly. To streamline the process, please designate one parent as a phone tree lead for each car load of children. If an emergency occurs, the school teacher at Walden West will begin the tree by calling each lead parent. Each lead parent will call the first person under their name then drive to Walden West to provide emergency transportation. Please provide each lead parent with a map to Walden West. The first parent called by each lead parent must call those listed under their name, then after completing all parent calls, call Walden West with the outcome (Sanborn Site: (408) 867-5950). **If a district has emergency bus service, parents will not be needed for emergency transportation, however the phone tree must still be completed. The lead parent will call all other parents. One phone tree for each class must be submitted.** Copies of this phone tree should be distributed to each lead parent, your school office, appropriate administrators, and Walden West.

LEAD PARENT	PARENT	CHILD'S NAME	HOME PHONE	WORK PHONE	CELL PHONE	E-MAIL ADDRESS
1.						
	*1.					
	2.					
	3.					
	4.					
	5.					
2.						
	*1.					
	2.					
	3.					
	4.					
	5.					
3.						
	*1.					
	2.					
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	4.					
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4.						
	*1.					
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	5.					
5.						
	*1.					
	2.					
	3.					
	4.					

EMERGENCY PHONE TREESchoolTeacherDate

LEAD PARENT	PARENT	CHILD'S NAME	HOME PHONE	WORK PHONE	CELL PHONE	E-MAIL ADDRESS
6.						
	*1.					
	2.					
	3.					
	4.					
	5.					
7.						
	*1.					
	2.					
	3.					
	4.					
	5.					
8.						
	*1.					
	2.					
	3.					
	4.					
	5.					
9.						
	*1.					
	2.					
	3.					
	4.					
	5.					
10.						
	*1.					
	2.					
	3.					
	4.					
	5.					