

One Form
Per
Family

Student(s) Last Name _____
Mother's last name (if different) _____

General John Nixon Evacuation/Special Communication Phone Chain Information

The Evacuation/Special Communication Phone Chain is designed to inform parents of an evacuation or special communication. These situations may occur as a result of problems related to weather, heat, water, plumbing, electricity, or other important special communications.

Please fill out **one form per family** and return it to the front office. In the event that this emergency phone chain is set in motion, you will be contacted by the *Room Parent Coordinator* of the child that is listed in space **1** (please list oldest child first). **Only one phone call per family will be made.**

STUDENT INFORMATION (Please Print Clearly)

	First Name	Sex	Bus#	Grade	Teacher
1.	_____	____	____	____	_____
2.	_____	____	____	____	_____
3.	_____	____	____	____	_____
4.	_____	____	____	____	_____
5.	_____	____	____	____	_____

Whoever is **contacted first is responsible** for picking up the child(ren) or documenting the special communication.

Parent Contact #1

First Name _____ Last Name _____ Email _____
1.(H) _____ 2.(Cell) _____ 3.(W) _____

Parent Contact #2

First Name _____ Last Name _____ Email _____
1.(H) _____ 2.(Cell) _____ 3.(W) _____

ALTERNATE CONTACT INFORMATION

In case parents cannot be reached, please provide alternate contacts. It is up to you to discuss with your contacts how you would like them to handle any situations when this chain is needed. Please inform your contacts that they are on the list. **Remember that whoever picks up your child(ren) needs to bring a photo ID.**

FIRST CONTACT

First Name _____ Last Name _____ Relationship to Student _____
1. () _____ 2. () _____ 3. () _____

SECOND CONTACT

First Name _____ Last Name _____ Relationship to Student _____
1. () _____ 2. () _____ 3. () _____

THIRD CONTACT

First Name _____ Last Name _____ Relationship to Student _____
1. () _____ 2. () _____ 3. () _____

Signature of Parent/Guardian _____ Date _____