Emergency Phone Tree Instructions

1. In the event of an emergency, the Director, Mr. Moody, will phone the first person on each of the parents' <u>emergency phone trees</u>. (Parents are reminded to keep their copy of the emergency tree next to their phone, or save the relevant contact on their mobile).
2. Each person on the emergency phone tree must immediately phone the next parents on the tree with the emergency message communicated by the director. Please restrict your conversation to this message alone because time is important!
3. If there is no reply from the parent you phone, please by-pass that person and phone the next parents on the tree. It is most important to do this, in order to ensure that the message reaches all parents. After a few minutes, try the person again and say that you have already passed on the message. If you cannot contact the person after several attempts, try again 10-15 minutes later. If you still cannot contact them, please simply inform the person at the top of your tree that your repeated attempts were unsuccessful.
4. Parents on the bottom line of the tree need to call the parent at the top of the tree to confirm the message has been passed on smoothly.
5. In the event the head of the tree is absent, the back-up person will be called. If the person at the bottom calls the head and there is no answer, they should call the back-up.
6. The head of the tree should call the Administrative Offices Manager, Ms. Christina Song at: 2859-2001 to inform her about the completion of the tree or any problems/errors on their tree.

NOTE: Please inform the school office of any changes to your contact details. Emergency Phone Tree Instructions are available on the school website.

INTERNATIONAL SCHOOL OF TIANJIN
No.22 Weishan South Road, Shuanggang, Jinnan Dist.
Tianjin, P.R. China 300350 **TEL**: +86 (22) 28592001
WEB: www.istianjin.org **EMAIL**: info@istianjin.org.cn

天津经济技术开发区国际学校天津分校
中国天津市津南区双港微山南路２２号
电话: +86 (22) 2859 2001　邮编：300350
网址: www.istianjin.org 邮箱: info@istianjin.org.cn