

Dear Penn Manor Parents and/or Guardians,

On Friday, November 16, 2007, Penn Manor School District will conduct a test of the new emergency communication technology.

Beginning with the 2007-2008 school year, Penn Manor will utilize ALERTNOW technology to provide a phone based emergency communication system. Parents do not need to take any specific action to be included in the emergency alert system. ALERTNOW technology will utilize existing telephone contacts within the Penn Manor student information system. It is important that parents inform their school secretary when phone numbers are changed.

On **November 16** the following message will be sent as a voice message using ALERTNOW.

“You have been contacted by Penn Manor’s phone based emergency information system. This same system will be used in the future if schools are closed early in a weather emergency or if emergency information needs to be distributed.”

This message should be delivered to your home telephone and to the first contact cell phone number that you have provided as part of your regular emergency contact information. As we continue to work with the available technology, other contact numbers will be added to the system. Parents should note the following:

1. If you employ a phone message machine, ALERTNOW will leave a message.
2. ALERTNOW technologies cannot input extension numbers and can only call your base 10 digit phone number – 717-872-XXXX for example.
3. If your line is busy, ALERTNOW will continue to try to contact you.
4. ALERTNOW will **not** be used for snow delays or cancellations in the morning. You will continue to have to check TV and radio for this information. ALERTNOW would be used if we decided to close schools after the school day was started.
5. When you receive the ALERTNOW contact, the caller ID read out will be 411.
6. When the technology is fully in place, it will call additional cell numbers for your family.

I wish to reiterate that we are conducting the trial call in an effort to learn more about the system and about the existing match between ALERTNOW technology and Penn Manor technology. This trial run will help us prepare for the winter months ahead for any potential future emergency. The test call on Friday, **November 16** is one important first step in providing an effective and reliable emergency notification mechanism. We will continue to work with the technology to enhance its effectiveness. A parent’s most important role is to always alert the school secretary when you change your contact information.

Sincerely,

Donald F. Stewart
Superintendent