

## **Auto Dial Broadcast System**

An auto dial broadcast system that notifies all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or a late start is in use in the Hazelwood School District.

Please make note of the following information in order to ensure that the system works in all of our best interest.

### **Notification Calls**

When a cancellation decision is made, the broadcast message will be sent to home, cell, and work numbers.

### **Answering Machines/Voicemail**

The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hang up is five (5). Make sure your machine answers after four (4) rings, or you may miss the message.

### **Caller ID**

Your Caller ID will display 314-953-5000, which is the main number for Hazelwood School District.

### **Live Answers**

There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would (e.g., Hello, and hold for the message to begin). Multiple "hellos" will delay the message.

### **Message Repeat**

At the end of the message, you will be prompted to "press one" to hear the message again. This is very effective when a child answers the phone and hands it to a parent, who can then repeat the message in its entirety.

### **Phone number verification**

After each use of the auto dial system, a list of failed phone numbers will be sent to the appropriate schools for updating. Please work with your individual schools to verify that we have all valid phones that you want contacted.