



**OUR LADY OF MOUNT CARMEL SCHOOL**  
205 Wawayanda Avenue  
Middletown, New York 10940  
(845) 343-8836 FAX (845) 342-1404  
[www.mtcarmelschoolmiddletown.org](http://www.mtcarmelschoolmiddletown.org)

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August 2016

Dear Parents/Guardians:

Again this year, the school will be able to notify you by phone and/or e-mail when there is a school closing due to weather or emergency. The system which will be used for this is called I.R.I.S. – the Immediate Response Information System. I.R.I.S. uses three alert levels: **Yellow** (“elevated”) – an important message (e.g., no school today due to the weather), **Orange** (“high”) – a very important message (e.g., school is closing early today), **Red** (“emergency”) – a critically important message.

For a **Yellow** alert, provide a phone number at which you can be reached at any time of the day; for an **Orange** alert, provide a back-up phone number to your Yellow Alert number; for a **Red** alert, provide an additional back-up phone number to your Yellow and Orange Alert phone numbers. You can also provide an e-mail address which will function for all alert levels.

Please fill out the accompanying form which asks you at what phone numbers and e-mail address you wish to be notified. The e-mail addresses on the attached form will also be used for e-mail notifications and blasts. It is very important that **all phone numbers and e-mail addresses are PRINTED CLEARLY.**

Once this information is entered into the I.R.I.S. system, there will be a practice alert sent out so that you will know what to expect when a message is sent. Whenever an IRIS is sent, please listen to the entire message. (Please do not call the school).

This system is provided free of charge by the Archdiocese of New York.  
Sincerely,

Jennifer Langford  
Principal

# I.R.I.S.

## Immediate Response Information System

*IRIS is an automatic, mass notification system that allows you to receive messages by home phone, cell phone and/or work phone, as well as by e-mail.*

*IRIS will notify multiple contact numbers, depending on the level of the alert. It will also send a notice to an e-mail address.*

*There are 3 alert levels:*

**Yellow** ("elevated") – *an important message (e.g., no school today due to the weather (can be as early as 5:30 AM))*

**Orange** ("high") – *a very important message (e.g., school is closing early today)*

**Red** ("emergency") – *a critically important message*

*For a **Yellow** alert, provide a phone number at which you can be reached at any time of the day, especially early am.*

*For an **Orange** alert, provide a back-up phone number to your Yellow Alert number.*

*For a **Red** alert, provide an additional back-up phone number to your Yellow and Orange phone numbers.*

**PLEASE FILL OUT AND RETURN TO SCHOOL OFFICE BY  
\*Friday, September 9<sup>th</sup>, 2016\***

**EMAIL/IRIS REGISTRATION FORM  
2016-2017**

**Family Name:** \_\_\_\_\_

| <b>Student Name(s)</b> | <b>Grade</b> |
|------------------------|--------------|
|                        |              |
|                        |              |
|                        |              |
|                        |              |

**\*\*Please write clearly and include Area Codes for all numbers:**

**Yellow Alert Phone Number :** \_\_\_\_\_  
(Yellow Alert Number is usually your Home Phone number – used primarily early AM – **Please check (√) if cell number** \_\_\_\_\_)

**Orange Alert Phone Number:** \_\_\_\_\_  
(Back-up number to Yellow Alert – **Check (√) if cell** \_\_\_\_\_)

**Red Alert Phone Number:** \_\_\_\_\_  
(Back-up phone number to Yellow and Orange – **Check (√) if cell number** \_\_\_\_\_)

**E-Mail address:** \_\_\_\_\_

**E-Mail address:** \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION CLEARLY**