

Princeton Township Mass Notification Do's & Don'ts

This past year Princeton has had its share of storms. This past winter we had a lot of snow, and then the massive rain storm which devastated our town in March. I would like to encourage everyone if you are not already registered for our Mass Notification system, please sign up ASAP. You can sign up on the Township's website at [://princetontwp.org/emsregform.html](http://princetontwp.org/emsregform.html) or you can sign up by filling out the information at the bottom of this form and returning it to Princeton Township Information Technology Department 400 Witherspoon St Princeton, NJ 08540. This is a vital link during an emergency to keep residents informed on what is going on. We also use this system for public service announcements throughout the year, such as neighborhood meeting announcements, leaf and brush pick up reminders, etc. You can register as many phone numbers as you would like. *Please remember that the system only works if you have a dial tone.*

Do's

- The system is voice activate, so please be sure to answer the phone and say "Hello"
- Please listen to all of the recording.
- If you do not understand the message and need it repeated, you will be given that opportunity at the end of the call.
- If the system reaches an answering machine it will leave a message.
- Listen to the whole message
- Set your telephone answering system to pick up in 4 rings. The system will disconnect if no one answers after 4 rings. The system will attempt to call your phone numbers up to 4 times if it does not get an answer.
- Register a cell phone number in case your power or landline phone line is not working.

Don't

- Call the police department to ask what the message was unless you have an actual emergency. During an emergency activation we are using this system to inform our residents, and cut down on non-emergency calls to the police department. By calling the police department and asking what the message was, you are increasing the demands on our Communication Officers, and taking them away from dealing with actual emergencies. In emergency situations we will post the alert on our website.
- Do not hang up until you have heard the entire message.
- Forget to notify the Township's Information Technology Department of changes to your phone number, address, etc. The Information Technology Department can be reached at 609-688-2037.

Name

Address

Telephone Number

Alternate Telephone

Cell Phone

Alternate Cell Phone

**Please complete this form and mail to
Township of Princeton
Information Technology Department
400 Witherspoon Street
Princeton, NJ 08540**