



## **CODE RED: SIGN UP FOR CITY WIDE NOTICES & BUILDING CLOSING ANNOUNCEMENTS**

Please place the following number(s) on the Robo call listing. The following employee would like to receive notification of building closings during inclement weather or other emergency situations.

**ACTION REQUEST (CHECK ONE)**  **ADD NEW**  **DELETE/REMOVE**  **CHANGE/UPDATE**

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

**Department:** \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone # 1** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **is this home or cell circle one**

**Phone # 2** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **is this home or cell circle one**

**If cell phone, please list carrier** \_\_\_\_\_

Note placing yourself on the robo call listing is optional. You may have one or more numbers included on the list. If you do not want to be called you can always look at the City Web Site at [Newtonma.gov](http://Newtonma.gov) for updates.

FOR INTERNAL USE ONLY : INPUT ON \_\_\_\_/\_\_\_\_/\_\_\_\_

CC: Executive Office and Human Resources

FORM Revised Feb 2016