

NOTE TO COORDINATOR:

This schedule can be filled in, saved, edited and then printed.

- Copy on yellow-tinted paper



TELEPHONE TREE

ATTENTION GROUP MEMBERS:

- Each person is responsible for getting information down the TREE.
- If you have information to pass along, contact the person in POSITION A. Then call the person under you.
- If you cannot reach person directly under you, call the next person on the TREE. Go back later and call the person you missed.
- If you must leave a message on an answering machine, also call the next person on TREE.

PERSON WHO IS ILL

Date: _____

Tel: _____

Cell: _____

IMPORTANT!

Carry this TREE with you at all times.

(POSITION A)

Tel: _____

Cell: _____

(NAME)

Tel: _____

Cell: _____

(NAME)

Tel: _____

Cell: _____

(NAME)

Tel: _____

Cell: _____

(NAME)

Tel: _____

Cell: _____

(NAME)

Tel: _____

Cell: _____

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Cell: _____