# [Organization Name]

Call-Down Procedures

* When contacted, call the person below you on the tree – provide and collect information as requested.
* If unsuccessful in reaching a contact, a) leave a message, b) call the person below them, and

c) try at least two more times to reach the primary contact. (Repeat as necessary down the tree.)

* Report back to the first person on your branch with: a) the contact successes and failures and b) the requested information collected for all those below you.
* The top of each branch calls the team chief with information about his or her branch.

#  COMMUNICATIONS TREE

##

***Team Chief***

**Caller should explain:**

Why the tree is activated

What Action is required

What is the Time frame

Where & to Whom to Report

What to bring/wear