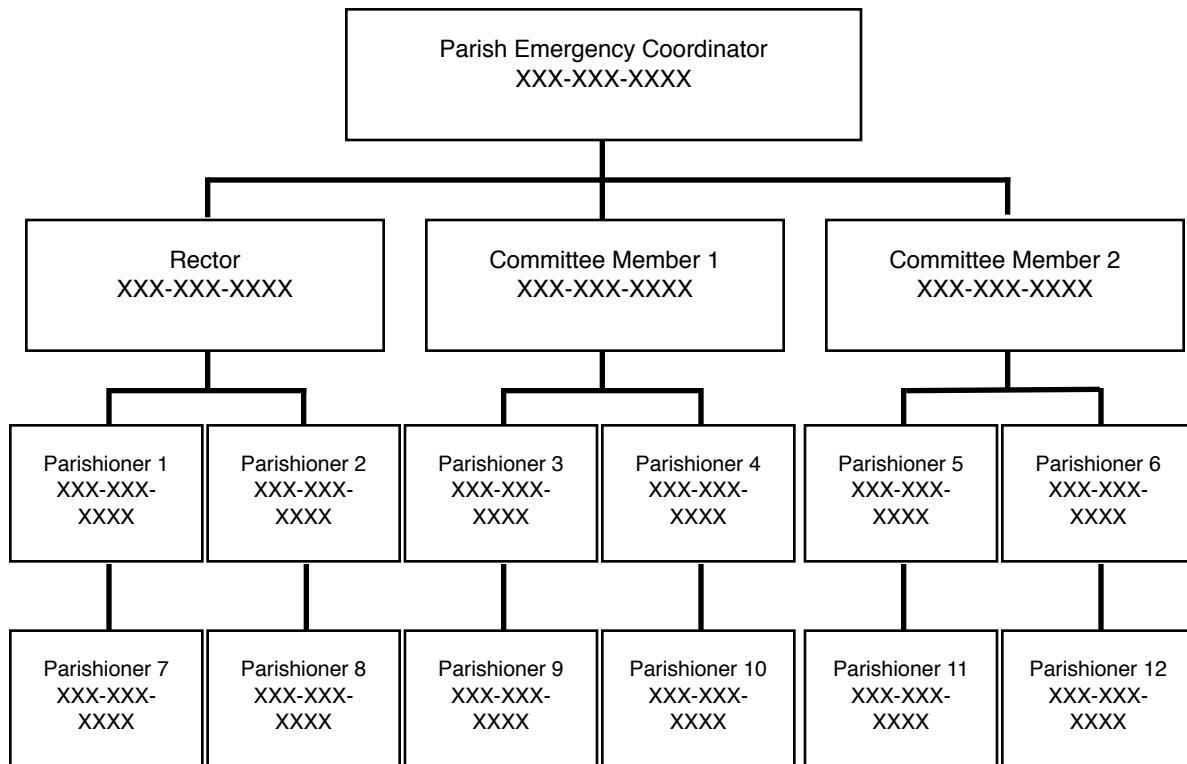


Appendix B: Sample Phone Tree



A phone tree can be created to fit congregations of all sizes. The above example portrays simple approach in which the Parish Emergency Coordinator contacts the parish rector and each member of the Parish Emergency Committee, who, in turn, provide information to two parishioners. Those parishioners would then be responsible to contact an additional parishioner, until each member of the congregation had been reached.

If any person within the phone tree cannot be reached within a reasonable amount of time and number of attempts, the caller should contact the next person on the list. Your parish emergency committee may wish to discuss how to address that situation in an emergency, as a lack of contact with an individual could indicate heightened concern for the person's safety.