

ANNEX C: PRIMARY & ALTERNATE CONTACT TREE

The Primary/Alternate contact will be notified by: _____
Direct Supervisor or their designee

The Primary/Alternate contact will make at least _____ attempts over a period of _____
Number Number
 hours to notify each of the following persons, at any/all of the numbers listed:

Name & Email	Contact Numbers	Contact Date & Time <small>(complete during emergency calldown)</small>
Primary Contact 1		
	Work	
	Home	AM/PM
	Pager	
	Cell	
Alternate Contact 1		
	Work	
	Home	AM/PM
	Pager	
	Cell	
Primary Contact 2		
	Work	
	Home	AM/PM
	Pager	
	Cell	
Alternate Contact 2		
	Work	
	Home	AM/PM
	Pager	
	Cell	
Primary Contact 3		
	Work	
	Home	AM/PM
	Pager	
	Cell	
Alternate Contact 3		
	Work	
	Home	AM/PM
	Pager	
	Cell	

CONTACT 1 notifies the following individuals:

Name & Email	Contact Numbers	Contact Date & Time <small>(complete during emergency calldown)</small>
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	

CONTACT 2 notifies the following individuals:

Name & Email	Contact Numbers	Contact Date & Time <small>(complete during emergency calldown)</small>
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	

CONTACT 3 notifies the following individuals:

Name & Email	Contact Numbers	Contact Date & Time <small>(complete during emergency calldown)</small>
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	