EMERGENCY PHONE TREE

You may use the following form to create an emergency phone tree in case of inclement weather and subsequent class closings or for other important information you may want to share quickly with one another. The first person listed in each column should agree to start the chain by calling the person directly underneath his/her name. If this person is not at home, then the first person would call the second person on the list, etc. The first person would then try later to contact the first person on the list.

NAME	PHONE	NAME	PHONE	NAME	PHONE