**[Company Name] Emergency Phone Tree**

**Executive Director**

**XXX.XXX.XXXX**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization Director**  **XXX.XXX.XXXX** | **Finance Director**  **XXX.XXX.XXXX** | **Special Programs**  **XXX.XXX.XXXX** | **NFJP Director**  **XXX.XXX.XXXX** | **SCSEP Director**  **XXX.XXX.XXXX** | **IT Director**  **XXX.XXX.XXXX** | **HR Director**  **XXX.XXX.XXXX** | **Exc. Assistant**  **XXX.XXX.XXXX** |
| HS Operations Man  XXX.XXX.XXXX | Senior Accountant  XXX.XXX.XXXX | THV Coordinator  XXX.XXX.XXXX | NFJP Coordinator  XXX.XXX.XXXX | SCSEP Coordinator  XXX.XXX.XXXX | Update MET Website |
| HS Coordinator  XXX.XXX.XXXX | Accounting Coord.  XXX.XXX.XXXX | THV Staff  XXX.XXX.XXXX | NFJP Specialist  XXX.XXX.XXXX |
| HS Specialist  XXX.XXX.XXXX | Accounting Spec.  XXX.XXX.XXXX | NP Coordinator  XXX.XXX.XXXX | NFJP Staff |
| HS Staff | Accounting Staff | NP Staff |