**[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 ManXXX.XXX.XXXX | Senior AccountantXXX.XXX.XXXX | THV CoordinatorXXX.XXX.XXXX | NFJP CoordinatorXXX.XXX.XXXX | SCSEP CoordinatorXXX.XXX.XXXX | Update MET Website |
| HS CoordinatorXXX.XXX.XXXX | Accounting Coord.XXX.XXX.XXXX | THV StaffXXX.XXX.XXXX | NFJP SpecialistXXX.XXX.XXXX |
| HS SpecialistXXX.XXX.XXXX | Accounting Spec.XXX.XXX.XXXX |  NP CoordinatorXXX.XXX.XXXX | NFJP Staff |
| HS Staff | Accounting Staff | NP Staff |