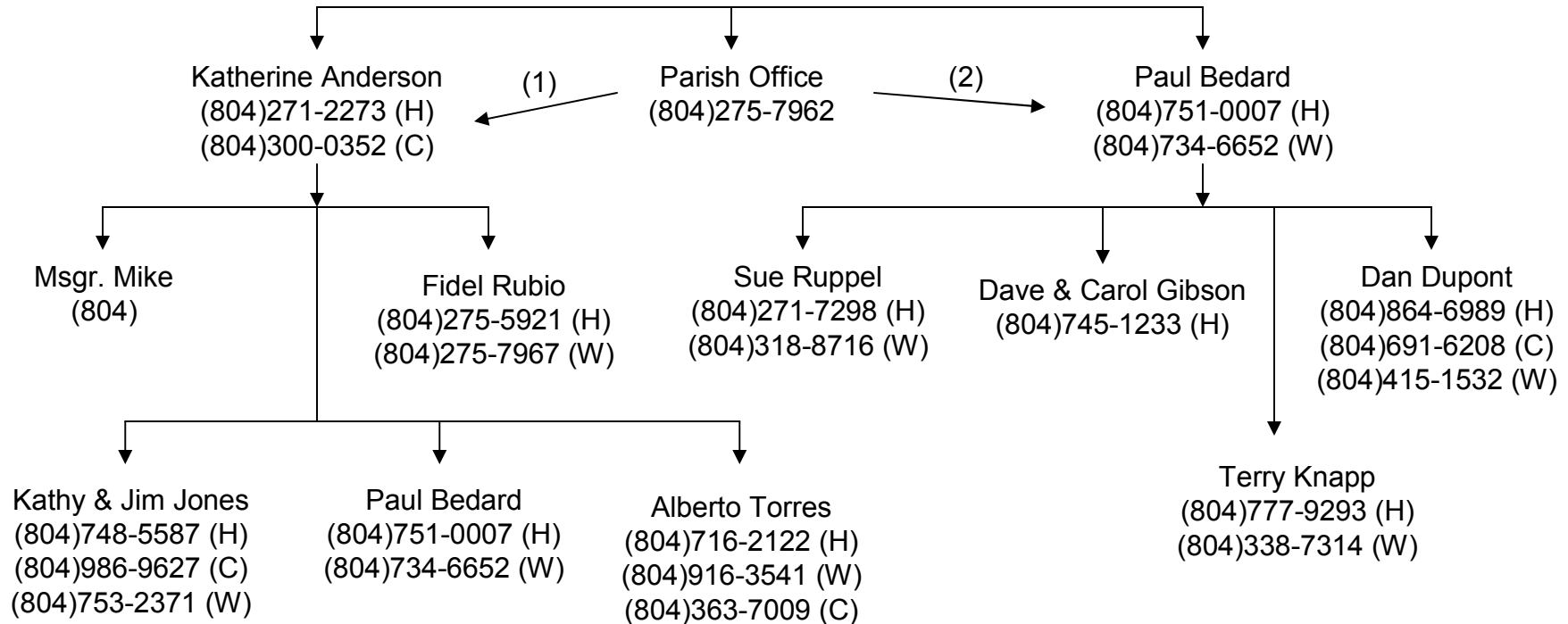


(H)= Home
 (C)= Cell
 (W)= Work

Saint Augustine's Emergency Shelter Volunteer Notification Phone Tree

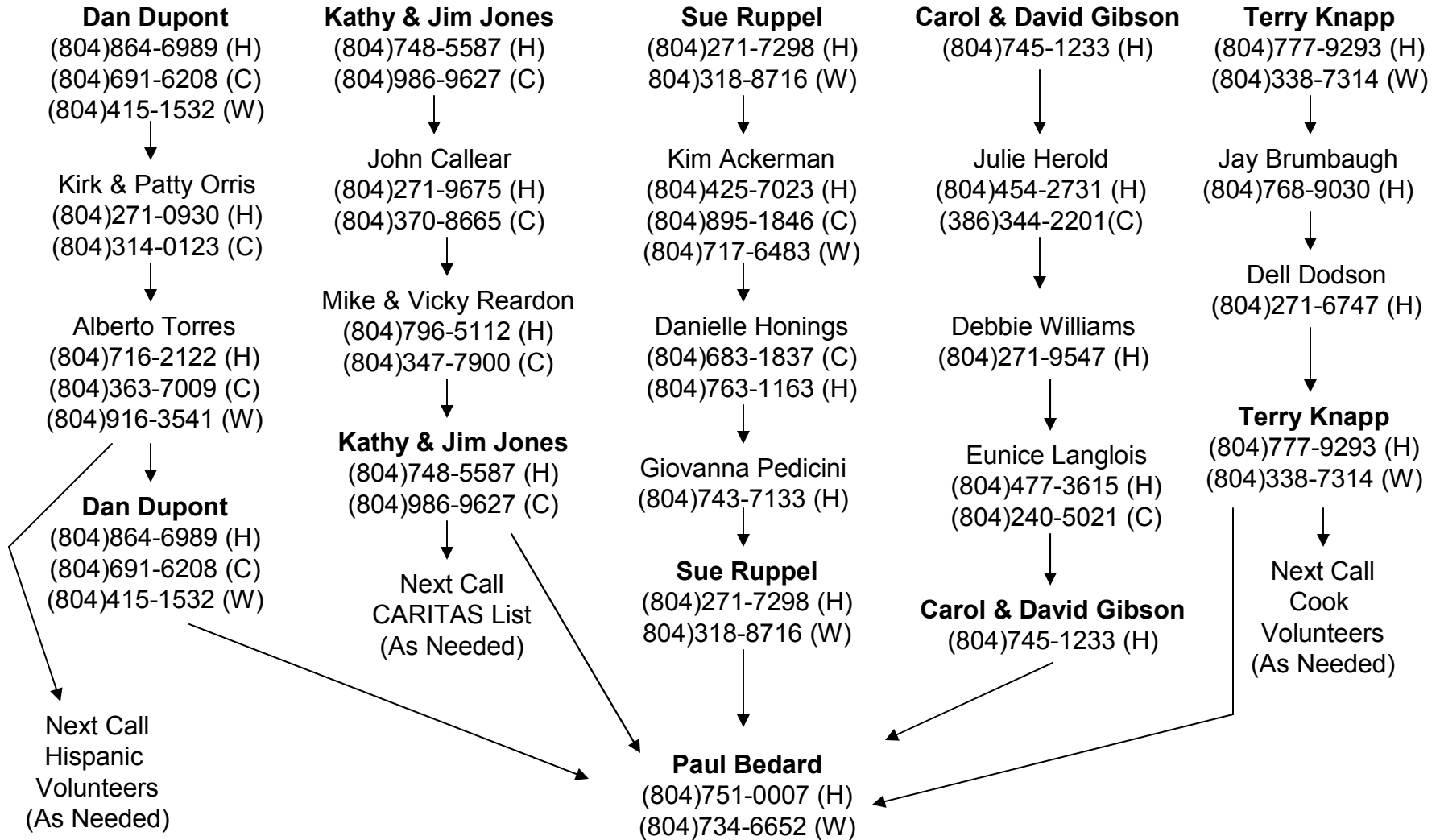
Richmond Chapter Red Cross



NOTE: This Phone Tree alerts Key Personnel. Remainder of contact phone on the next page.

(H)= Home
 (C)= Cell
 (W)= Work

Saint Augustine's Emergency Shelter Volunteer Notification Phone Tree



Enclosure 2
 As of 17 January 2011

Saint Augustine's Emergency Shelter Volunteer Notification Phone Tree Concept & Procedures

- Red Cross Emergency Operations Center contacts the parish to request support (provide volunteers or set up a shelter).

Note: This could be Sandra Titus from the Red Cross calling Katharine Anderson, as the parish staff representative.
- The Parish staff/Katharine gain approval from Msgr. Mike to provide support.
- Katharine/Parish staff initiates the phone tree notification.
 - Call and email Shelter Planning Team
 - If the parish has the capability, initiate mass call out from parish list
 - Katharine/staff maintains a log of who was notified
- Shelter Planning Team members call those on their list. Then call Katharine with the results of who was contacted.
 - If no answer, leave a message to call Katharine at the parish office and call the next person.
 - When finished calling people on the list, call Katharine at the parish office with the results of who was contacted.
- Backup procedures: If the person with a call list is not available (e.g., no answer), call all the people on that person's list.

Example #1: Paul is out: Katharine would then call: (Sue, Dave/Carol Gibson, Dan and Terry).

Example #2: Katharine calls Dan (who is also out of town): Katharine then calls Kirk & Patty and asks her to call the remaining people on this list and to call her back with the results. Kirk and Patty assumes responsibility for Dan's call list and calls Katharine with the results.

Example #3: Katharine is not available. Someone on the parish staff assumes her contact roll, informs Fr. Mike of the Red Cross alert, calls Paul and maintains a log of who was notified.

**Saint Augustine's Emergency Shelter
Volunteer Notification Phone Tree
Concept & Procedures**

Questions to ask when making each call. Can they serve?

(Leads on page 2 collect the following information and report to Paul)

- **Last name :**
- **First name :**
- **New contact phone/email: _____**
- **Serve on shelter team outside St. Augustine Parish (Yes/No)**
- **4-Wheel Drive Vehicle (Yes/No): (help pick up team members)**
- **Shift availability:**
 - **Day 1 Date : _____ : __AM __PM __Over Night __ All**
 - **Day 2 Date : _____ : __AM __PM __Over Night __ All**
 - **Day 3 Date : _____ : __AM __PM __Over Night __ All**
 - **Day 4 Date : _____ : __AM __PM __Over Night __ All**
 - **Notes on serving: _____**