

Appendix e: Chief Information Officer's Emergency Communication Tree

This document contains a personal contact list of those the PwME and Caregiver have chosen to communicate with about the emergency situation.

Steps:

1. Caregiver/PwME completes a. - c. and the Communication Tree below.
2. CIO completes d. when notified of an emergency to ensure they relay the correct information to those listed in the Communication Tree.
3. CIO retains the filled-in copy of this document in a safe place.
4. Once advised of an emergency, CIO advises those in the Communication Tree.
5. Once this form is used for an emergency, it is retained by the Primary Caregiver.
6. The Primary Caregiver provides the CIO with a new copy of this form.

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- a. PwME Name/Cell: _____
- b. Primary Caregiver Name/Cell: _____
- c. Backup Emergency Caregiver Name/Cell: _____
- d. CIO Name/Cell: _____
- e. Date/Nature of Emergency: _____
- _____

Other Relevant Information/Notes as Needed: _____

Communication Tree

	Person's Name	Phone #	Relationship to PwME	Contact Achieved ✓
1				
2				
3				
4				
5				
6				
7				
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10				
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