******PHONE TREE – Sample One**

In the event of a loved one’s passing, communication with others is vital. A phone tree provides an organized way to contact multiple people and institutions by sharing responsibilities in the call protocol. The sample diagram below can be used as a template.

Name Closest to Loved One:

| Organizational Support Person |  |  |
| --- | --- | --- |
|  | Emotional Contact Person who contacts other family and friends. |
| Who contacts hospice, 911 & other institutions  |  |  |



| Name: |  | Name: |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Name: |  | Name: |
| Loved on closest to the person who’s passed - takes care of notifying companies - bills. |  | Organizational support personTakes care of obtaining a certificate of death, and other legal proceedings. |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |



| Name: | Name: | Name: | Name: |
| --- | --- | --- | --- |
|  |  |  |

| Name: | Name: | Name: | Name: |
| --- | --- | --- | --- |
|  |  |

|  |  |  |  |  |  | Name: |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | Name: |  | Name: |  |  | Name: |  | Name: |  | Name: |  | Name: |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  | Name: |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | Name: | Name: | Name: | Name: | Name: | Name: |
|  |
|  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |