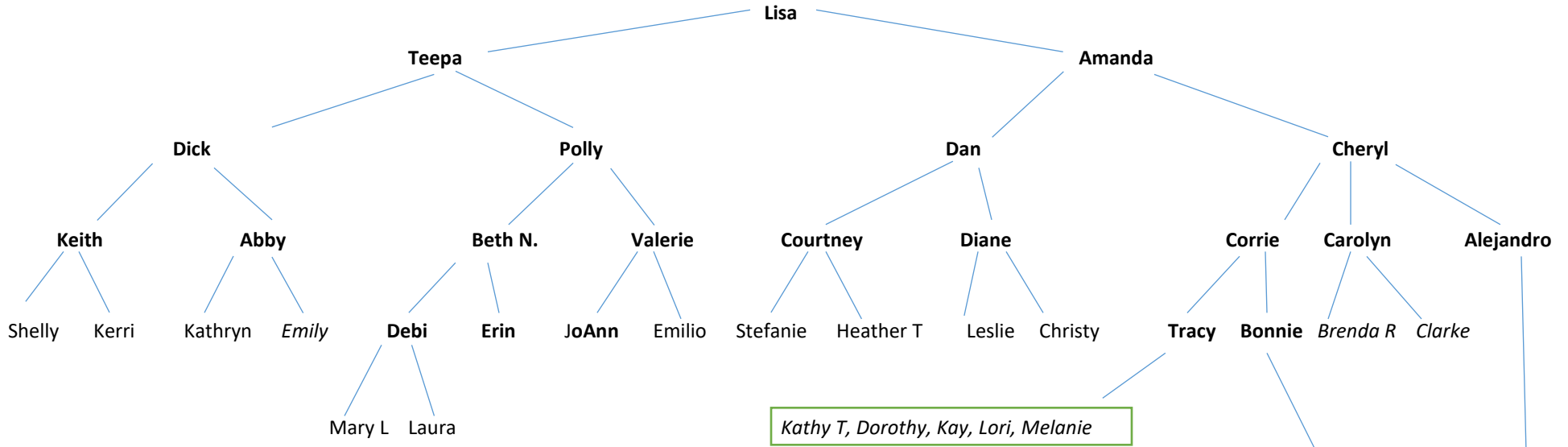


PAC Team Phone Tree



- If there is a situation in which the phone tree should be used, please follow the below instructions.
- Text Lisa Blackburn (248-496-4854) the following information
 - PAC Team Phone Tree Alert
 - Specify who should receive the information: **Leadership**, PAC Team (Full Time/Part Time), or Entire PAC Team (includes FT, PT and *Independent Contractors*)
 - The *entire* message you would like forwarded
 - Who should be contacted with questions
 - Lisa will start the PAC Team Phone Tree Alert
 - When you receive a PAC Team Phone Tree Alert
 - Respond to the text letting the person know you have received the message
 - Copy the text and then send it on to the next people on the Phone Tree Alert list
 - IF YOU DO NOT RECEIVE a text back saying they received the message, skip down from that person and send the text to the next level on the tree.
 - EXAMPLE—Zoom is having an outage and not working properly
 - Text to Lisa would read:
 PAC TEAM Phone Tree Alert
 Please notify the entire PAC Team
 Please be aware—Zoom is having an outage issue. If you have having issues getting connected, it is something on their end. We will let you know when the issues are resolved.
 Questions? Contact Corrie

Kathy T, Dorothy, Kay, Lori, Melanie

Heather C, Kathleen, Deanna, Mary D, Teffie, Beth T

Linn, Lindsey, Loy, Amanda M, Rebekah

Liz, Sharon, Dawn, Janet

Greg, Cheryl B, Deirdre