

DEPARTMENT CALL DOWN LIST INSTRUCTIONS

The purpose of a call down list is to establish the responsibility for notification of each individual in your department in case of an emergency. Lists should be updated as often as necessary and re-distributed to the department so that everyone is aware of their responsibilities in this regard. Lists can follow supervisory channels or make the first calls to the individuals who most urgently need to know about an emergency.

No one individual should be required to make more than just a few phone calls before they are able to fulfill their other emergency responsibilities, so no one individual is ever put in charge of “calling everyone.” You will notice in the template provided that each individual box is numbered so that the person making calls knows what additional calls he or she must make if someone on their list cannot be reached.

For example, in the sample list below, if the individual in slot #2 cannot reach the individual in slot #7, it is clear who #2 must call to make sure the information is passed along to #7’s call down persons.

SAMPLE CALL DOWN LIST [Department Name] Updated:				
Person Calling	Persons to Call	Office	Cell	Home
1 Duane Director	2 Adrian Admin Assistant	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	3 Toni Manager	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	4 Pat Manager	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
2 Adrian Admin Assistant	5 Carmen Coordinator	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	6 Luis Coordinator	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	7 Terry Manager	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
3 Toni Manager	8 Chris Coordinator	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	9 Wolfgang Coordinator	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	10 Wally Wonderful	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
4 Pat Manager	11 Barbara Coordinator	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	12 Franciose Coordinator	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	13 Michael Magnificent	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
5 Carmen Coordinator	14 Peter Coordinator	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	15 Kathy Killer Deal	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	16 Jim Giant	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
6 Luis Coordinator	His own call down list.			
7 Terry Manager	17 David Coordinator	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	18 Pat Powerful	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx
	19 Carol Clever	xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx

Using a call down list such as the template provided, it is possible to call large numbers of employees in very little time and without burdening any one individual with more than just a few calls.

CALL DOWN LIST
 [Department Name]
 Updated:

Person Calling	Persons to Call	Office	Cell	Home
1	2			
	3			
	4			
2	5			
	6			
	7			
3	8			
	9			
	10			
4	11			
	12			
	13			
5	14			
	15			
	16			
6	17			
	18			
	19			
7	20			
	21			
	22			
8	23			
	24			
	25			

CALL DOWN LIST
[Department Name]
Updated:

Person Calling	Persons to Call	Office	Cell	Home
9	26			
	27			
	28			
10	29			
	30			
	31			
11	32			
	33			
	34			
12	35			
	36			
	37			
13	38			
	39			
	40			
14	41			
	42			
	43			
15	44			
	45			
	46			
16	47			
	48			
	49			