



### PHONE TREE CONTACT RESULTS FORM

Date of Contact: \_\_\_\_\_ . Time: \_\_\_\_\_ . Member Name: \_\_\_\_\_ .  
Phone # called: \_\_\_\_\_ . Member #: \_\_\_\_\_ . (Include our widows)

Contact successful? YES NO Second Attempt successful? YES NO

When possible, dispatch someone to go by their address, when/if safe to do so.

Results of "drive by": \_\_\_\_\_  
\_\_\_\_\_ .

Describe their situation. Was it necessary to call for **Emergency Services?** YES NO

Which services were called? \_\_\_\_\_ . Results of call:

Response time: \_\_\_\_\_ . Local Time: \_\_\_\_\_ .

Situation after assessment/action by 1<sup>st</sup> Responder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What action(s) are needed by the Knights? Describe the situation, results of our "inspection" and contact with the member or widow. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post-Response Results: Describe the results of our response and assistance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Status: CLOSED ACTION PENDING FOLLOW-UP DATE: \_\_\_\_\_ .

\_\_\_\_\_  
Signature (GK, DGK, Chancellor) Name: \_\_\_\_\_ . Title: \_\_\_\_\_ .  
Date: \_\_\_\_\_ .