

# Neighborhood Phone Tree

Use this list every time you want to reach everyone in your neighborhood. In emergencies, call 911 and then initiate the tree to alert neighbors to a problem they should be aware of. You can also use the list for a potluck dinner—it's good practice!

Neighbors may put their names and numbers in the available spaces. As new neighbors move in, they should fill in spaces lower on the list. Each participating household gets a copy of the completed form. Keep it in a safe place.

When someone on the block has information to be passed on, they call the name at the top of the list and pass on their short message. If it needs to be very accurate, ask the person to get paper and pencil to write specifics if they will be calling another person. That person, in turn, calls the neighbor listed directly below them and passes on the message. And so on. If someone doesn't answer, try at work, or call later. In the meantime, call the household below them on the list. Finally, the people at the bottom of the phone tree should call the first person at the top of the tree and let them know the chain of communication worked.

**\*\*Tell facts:** what happened, who's ok and who's hurt; action taken to respond, how to help and how to get help.

**\*\*Remember not to speculate during your calls.** Just pass on essential information.

