

NATIONAL NEIGHBORHOOD WATCH INSTITUTE TELEPHONE TREE

Use this list every time you call 911 to alert neighbors to a problem they also should be aware of.

Set this up by having willing Participants put their names and numbers in the available spaces. Rearrange them as necessary. As new members join, they should fill spaces lower on the list. Each household gets a copy of the completed form to keep in a safe but accessible place.

A phone tree is used for quick communication with all your neighbors. Every household is assigned a few names/numbers to call and a short message which needs to be passed on. When someone on the block has information to be passed on, they call the name at the top of the list. That person in turn calls the Participants listed directly below them and passes on the message. And so on. If someone does not answer, try them at work, or call them later. In the meantime, call the people 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.

Use this list anytime you want to reach everyone on the list — even for a pot luck dinner. The practice is productive.

