## **TELEPHONE TREE**

A Telephone Tree can be an effective method for sharing information between neighbors. Each neighbor is responsible for calling one or two other block members.

## **HOW TO USE A TELEPHONE TREE**

- Copy and distribute the phone tree to each member on the list and keep it in a safe but accessible place.
- When someone on the block has information to share, they should activate the phone tree by calling the name at the top (Block Captain).
- Each household calls the next name(s) just below them on the tree (usually one or two houses). If no one is home, continue the network by calling the next household(s) on the list.
- The last household to be called should indicate that they received the message by calling the name at the top of the tree.
- The Block is encouraged to practice the phone tree prior to actually needing it so that the phone tree will run more smoothly.

A Telephone Tree can be an effective way to get the word out.

For more information about starting a Neighborhood Watch in your area, contact:

## Neighborhood Services Division Neighborhood and Community Services Department 414 E. 12<sup>th</sup> St, fourth floor Kansas City, MO 64106

(816) 513-3200 or solutions\_ncsd@kcmo.org



Nothing Can Stop Dedication

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