

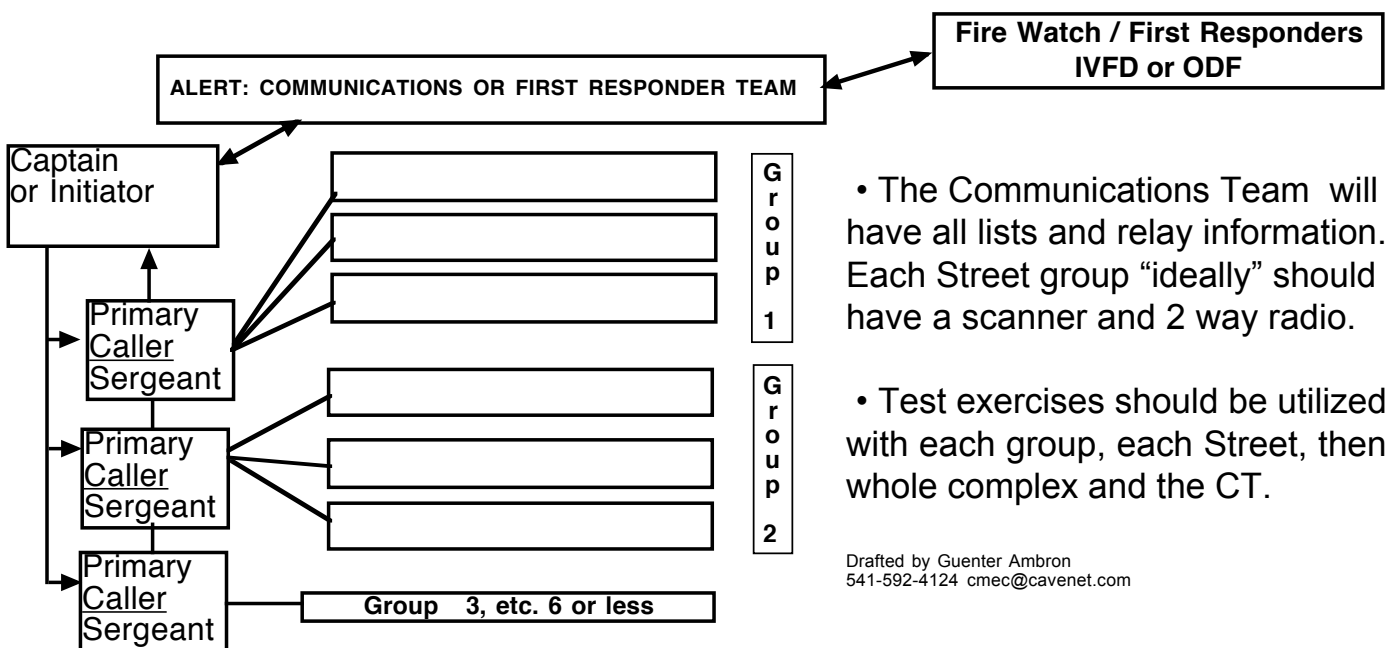
# Draft 05.13.2014 / Neighborhood Watch Emergency Phone Tree Guide

**There will be two codes:**

**Red Alert** = immediate fire danger, mobilize evacuation team.

**Yellow Alert** = Local Fire Incident under investigation and assesment.

- Each Street, or Section (Captain’s area of coverage) should have its own Emergency Phone Tree list of all Fire Preparedness Plan participants.
- The phone tree must be organized geographically, with the immediate neighbors, for face to face contact in case phone lines go down.
- The Street Captain, Co-Captain, or their designee will initiate the phone tree by contacting the Primary “first tier” Callers. If a Captain or designated initiator isn’t available, reach one of the Primary Callers (Sergeants), they then can assume the role of Initiator (street point person), or see to it that one is delegated. They can call the first person on their Group list to make their calls while they call the Primary Callers.
- Each street ‘grouping’ of neighbors should act as a unit. The Primary Caller/Sergeant, or designee for their group should report back to the designated “Initiator” or the **Captain** to relay information back to the Communications Team (CT).
- Each Group should have a person with a functioning Mobile Phone that can physically check on any neighbor(s) not answering their phone, and to report on their status.
- Everyone should be personally reached and accounted for.



- The Communications Team will have all lists and relay information. Each Street group “ideally” should have a scanner and 2 way radio.
- Test exercises should be utilized with each group, each Street, then the whole complex and the CT.