

Date: \_\_\_\_\_

Hello, \_\_\_\_\_

The Ridgewood Homeowners' Association is developing a phone tree in the event that a circumstance should arise in which vital information needs to be shared quickly to Ridgewood Residents.

I am your current block captain for Block # \_\_\_\_\_ Ridgewood residents. Enclosed is a list of Block # \_\_\_\_\_ residents with contact information. If you receive a phone call, (or initiate one), concerning an incident, or for the safety of our neighborhood, please call the person listed below your name on this list, (if there is a phone number), and pass on the information as quickly as possible. If you receive an answering machine, please leave a message and continue down the list until you reach a person who answers to continue the phone tree.

This will help **all** of us to be quickly informed and aware in the event of an emergency.

Thank you.

\_\_\_\_\_  
Block Captain for Block # \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_