

253 798 4721 NON-EMERGENCY

253 798 4800 GANG HOTLINE



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The Coordinator is responsible for initiating the phone tree. The first box in the left hand column is the back-up coordinator. Anyone wishing to issue information to the group should phone the coordinator who then starts the phone tree. **IMPORTANT** Write the message down. The next person also writes down the message and reads it back to ensure it was received correctly. If someone is not home, leave the message on their machine, and continue calling down the list leaving messaged until you actually reach someone. Make sure everyone in the group has a complete phone list. The last person from each column calls the coordinator and repeats the message. This ensures everyone has received the same message.