

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

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

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

# ProPer Prep CIRCULAR PHONE TREE

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

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



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

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

\_\_\_\_\_  
**STREET NAME**

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



# How to set up and use your phone tree

## SET UP

1. Fill in the names and phone numbers of the participants on your street.
2. Provide each participant with a copy of the completed phone tree sheet.
3. Set a date to check / update the details each year.

## IN THE EVENT OF AN EMERGENCY

1. Any of the participants can set the phone tree process in motion - if YOU hear of an emergency that might impact your street simply call the next person in the circle (clockwise).
2. **MESSAGE:** Nature of emergency / source of information / reminder to keep an eye on [www.emergency.wa.gov.au/](http://www.emergency.wa.gov.au/).
3. Each person then calls the next person in the circle (clockwise).
4. If you don't get an answer (or if you have to leave a message) go to the next person in the circle.
5. The message circle is complete when the person who started the call process gets their call.



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