

Phone Tree

Contact neighbours effectively



A phone tree is a communication tool that allows important information to be quickly shared throughout a community by having each person contact another in a pre-arranged contact network.

In the event of an emergency

- » 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).
- » **Message format:** Nature of emergency / source of information / reminder to keep an eye on www.emergency.wa.gov.au/
- » Each person calls the next person in the circle (clockwise).
- » If you don't get an answer (or you leave a message) go to the next person in the circle.
- » The message circle is complete when the person who started the call process gets their call.

Set up

- » Fill in the names (can also include house number) and phone numbers of your participants.
- » Provide each participant with a copy of the completed sheet and share a practice message.
- » Set a date to check / update the details each year.

Alternative methods

An alternative method is to set up a WhatsApp group for simpler, more visible and timely message sharing.

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