



Elements of a Communication Plan

Effective communication between the event organizer, the participants and personnel is the key to a smoothly operating event. Please consider the following information when developing a communication plan:

Event Staff

- Has the staff contact list with designated responsibilities been provided to emergency service personnel? Including all phone numbers.
- If using hand held radios include radio channels, list assigned frequencies (800 MHz, UHF, VHF)
- Identify radio channels for each staffing group. i.e. Security Channel = #2
- Be prepared to provide law enforcement and/or emergency service personnel with radios to be used for the event.

Emergency Medical Service Providers

- Consider providing a list of assigned radio frequencies and detail how staff will communicate with medics and how medics will communicate. i.e. ambulance, hospital, etc.
- Please include phone numbers.

Public Information

- Consider detailing how participants and attendees will be updated in advance of the event with changing information about the event. i.e. radio, newspaper, etc.
- Will informational signage be provided that will serve to inform attendees as they arrive at the event?