

## SAMPLE COMMUNICATION PLAN

### 1.1 COMMUNICATION PLAN

A communication process will be established to maximise the safety of all those involved in the event, including volunteers and the general public.

#### 1.1.1 Communication Devices

Depending on the number of attendees and geographical size of the event, radio communication may need to be used. An indoor and outdoor public address system and mobile phones may also be used if required.

If a logistically large event is being held at the Latrobe City Sports and Entertainment Stadium, it is recommended that the Event Organiser should be radio linked to the following:

- Security guards
- traffic controllers
- first aid station

### 1.2 ADVICE AND DETAILS

#### 1.2.1 Public Transport Operators

Taxi and bus companies to be consulted, and advised in writing of arrangements. Refer Traffic Management Plan for significant events. Follow-up phone call made to all companies involved.

#### 1.2.2 General Road Users

Public notices to be placed in Latrobe Valley Express  
Pre-event signage indicating closures to be installed 7-10 days prior to event.

#### 1.2.3 Local Shopkeepers and Residents

Residents in area to be advised of event by letter drop a maximum of 3 weeks prior. Resident to be informed through media.

#### 1.2.4 Emergency Services

Contact to be made with the following:

- Latrobe Traffic Operations - Victoria Police
- Morwell Police Station.

Emergency services letter to be sent with event management plan one week prior to the event to the following:

- Morwell taxi company to be advised via phone
- Ambulance Victoria
- Morwell Fire Brigade

### 1.2.5 Communication on Site – Use of Radios

Communication process will be established to minimise disruption to the general public and for the safety of all those involved in the event, including spectators and the general public.

Security / Event Coordination / Marshalls will be linked by radio to the Event Manger during the time of the event.

#### Communications – Radio Control

Communications allocation	Radios to be allocated to the following: Note: Channel to be used to be determined in conjunction with VicPolice and Event Organisers.
Radio Communications	<ol style="list-style-type: none"> <li>1. Channel 27 – secondary default Channel 17</li> <li>2. All units to be charged and checked 24 hours prior to event</li> <li>3. Mobile number of coordinators to be handed to group as part of marshals briefing</li> <li>4. Test your two way radio upon collection of unit if one is allocated to you.</li> <li>5. Report faulty units by mobile</li> <li>6. All communications to be brief and concise identifying name and position of officer and message</li> </ol>
Emergency contact	In case of an emergency – Fire, Police and Ambulance – phone 000