

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

Guidelines For Preparing A Communication Plan

CH Cherryholmes



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