

# Communication Plan

**Reference:  
NP-ADV-002**

<b>Purpose</b>	The purpose of this advisory, is to advise those Control Agencies that have jurisdictional or legislative responsibilities for marine oil spills, consistent with their Oil Spill Contingency Plans (OSCP's) and as stakeholders in the National Plan for Environmental Emergencies, of the availability of a generic Communications Plan, that would form part of their Incident Action Plan, in the event of a marine oil spill incident.
<b>Information dissemination</b>	<p>Utilising the AIIMS based Incident Management System structure, as implemented for marine oil spills.</p> <p>There are two information management areas:</p> <ul style="list-style-type: none"> <li>• The Public Information Section is responsible for the gathering, assembling and dissemination of information to stakeholders OUTSIDE the Incident Management Team (IMT).</li> <li>• The Communications Planning Unit, which is part of the Planning Section, is responsible for developing and ensuring adequate communications systems are in place for disseminating information to enable effective management of an incident. They are also responsible for reviewing the Communications Plan.</li> </ul>
<b>Scope</b>	<p>The responsibility for generating a Communications Plan during an incident lies with the Communications Planning Unit, within the Planning Section of the IMT.</p> <p>The Plan is to provide and maintain a suitable and reliable communications system, corresponding with the scale of the response, to ensure notifications of relevant information, both verbal and written is disseminated timely and effectively.</p> <p>The Plan will capture the methods of communication, the resources required to communicate, the lines of communication, timing of communications, and the allocation of roles and responsibilities.</p> <p>To demonstrate a Plan, the following checklist will guide the Communications Planning Unit, in establishing a Communications Plan.</p>

## COMMUNICATIONS PLAN

Check	Question
	Who is the person in the Communications Planning Unit responsible for the coordination of the Communications Plan?
	Have all stakeholders in the incident been advised of this communications plan, including potentially affected parties? Include as a sub-plan in the Incident Action Plan (IAP)
	Are technical communications persons required to support communications assets <ul style="list-style-type: none"> <li>• Identify technical support - contacts</li> </ul>
	Have subject matter experts been identified to recommend communication tactics and strategies? <ul style="list-style-type: none"> <li>• Contact details</li> </ul>

**VERBAL COMMUNICATIONS**

Check	Question
	What methods of communications are being used in: <ul style="list-style-type: none"> <li>• The field</li> <li>• Field to IMT</li> <li>• Within IMT</li> </ul>
	Are users of verbal communications systems aware of the non-secure status of those systems?

**RADIOS**

Check	Question
	What radio system is being used, and on what channels/frequencies <ul style="list-style-type: none"> <li>• VHF</li> <li>• UHF</li> <li>• HF</li> </ul>
	Are there known "blind spots"? – if yes, list <ul style="list-style-type: none"> <li>• Advise all users</li> </ul>
	Are there adequate numbers of radios? <ul style="list-style-type: none"> <li>• Availability</li> <li>• Suppliers</li> </ul>
	Is a list of issued radios being maintained? <ul style="list-style-type: none"> <li>• responsible person</li> <li>• records maintained where</li> </ul>
	Is there a back-up system available?
	Is a base station required?
	Is there a supply of spare batteries? <ul style="list-style-type: none"> <li>• Located where</li> <li>• Suppliers</li> </ul>
	Have call signs been identified and communicated to all users?
	Have the reporting lines of communication been identified?
	Are all Agencies represented able to access this system? <ul style="list-style-type: none"> <li>• If no – what communications are they using</li> <li>• List that information</li> </ul>

**PHONES**

Check	Question
	Do all required persons have access to a mobile phone?
	Have all phone numbers been recorded? <ul style="list-style-type: none"> <li>List of names and numbers</li> <li>Lists of numbers supplied to all users</li> <li>Are the users able to send photos?</li> <li>Are spare chargers available for common phone types?</li> </ul>
	Have the reporting lines of communication been established?
	Are there phone “dead zones” been identified? <ul style="list-style-type: none"> <li>Zones identified to all</li> </ul>
	Is a repeater station required? <ul style="list-style-type: none"> <li>Identify contractor</li> </ul>

**WRITTEN**

Check	Question
	Is any form of written communications being utilised? <ul style="list-style-type: none"> <li>What form – fax, email?</li> </ul>
	Has a list of fax numbers been collated and issued?
	Has a list of email addresses been collated and issued?
	Reports – is there a standard format? <ul style="list-style-type: none"> <li>Has these forms been issued?</li> <li>How are they accessed?</li> </ul>
	Have reporting lines of communication been identified and issued?
	Who maintains these records?

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