

Sample Communication Plan

(Thanks to Ryan Roberts, Chief of Colorado Sierra Fire Protection District)

The following plan is to facilitate communication in case of separation. This plan designates prearranged meeting places, message sites, voicemail numbers, and friend/relatives homes.

Remember, in the event of a large incident, power will probably be lost. Home answering machines will not work and messages will be lost. Use cell phone messages as the primary means, or use specified friends/relatives as primary number.

Make plans to stay with relatives or friends in a safe area or immediately register at a hotel/or motel closest to meeting place. Reserve room for 3 days minimum.

Meeting places – develop for different directions of evacuation

Example: *North*: Nederland meet at Nederland Fire Station at the even numbered hours on the hour.

North:

South:

East:

Message sites- develop for different directions of evacuation

Example: *North*: Nederland, chamber of commerce kiosk

North:

South:

East:

Voicemail numbers

Primary: (i.e) cell phone:

Friend/relatives homes:

Secondary: Home answering machine:

Protocol for leaving messages:

If you drive by a written message site, leave a written message. At your earliest opportunity, leave a phone message at primary voicemail site. Leave additional voicemails once safe destination is reached

Written message and voicemail should include the following:

Time

Direction of travel

Who you are traveling with

What vehicle you are in -- License plate numbers of vehicles:

Destination

Estimated time of arrival at destination

Phone number of your current location and your destination (if known)

Any medical problems or conditions

Any requirements you may need once you reach your destination (clothes, toys, dog food, etc.)

*If written message, mark it as an “evacuee message” so hopefully nobody takes it down