

## COMMUNICATION PLAN (204A)

<b>1. Incident Name:</b>	<b>2. Date From:</b>  <b>Time From:</b>	<b>Date To:</b>  <b>Time To:</b>
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### 3. Alert System: N/A

<b>Alert I:</b>	<p style="text-align: center;">Minor OR Unknown</p> <p>Minor injuries, ambulatory patients and other near misses/hits that result as a recordable event</p>	<ul style="list-style-type: none"> <li>★ Consider exiting other confined spaces or limiting risk until resolved.</li> <li>★ If the rescue plan is compromised due to personnel shortage while attending to the minor event, use stop work authority at each hazard space until staffing returns to a safe level.</li> <li>★ Ensure hazard has been remedied so no repeat injury or illness occurs.</li> </ul>
<b>Alert II:</b>	<p style="text-align: center;">Rescue Plan OR Updated Rescue Plan</p> <p>Moderate to serious injuries or medical emergencies requiring external extraction by rescue personnel, or internal rescue by a Designated Entry Technician 'TED' (Hot Zone), and or lower from elevated areas, or any event resulting in a transport to the hospital.</p>	<ul style="list-style-type: none"> <li>★ Request a safety stand down at all other confined spaces in unit.</li> <li>★ Utilize all rescue personnel on site to assist with rescue operations.</li> <li>★ Affected safety attendants remain at their post until the completion of their duties.</li> <li>★ Bring vehicle if used as the equipment resource pool or if incident is in a remote area.</li> <li>★ Isolate area for rescue operation essential personnel (See form '208B HAZWOPER/Rescue Plan' subsection 'Barricading Plan' for details).</li> <li>★ Health and Safety Specialist or 'HASS' (Warm Zone) or other designated personnel will conduct a rapid hazard assessment or 'Size Up'.</li> <li>★ HASS or other rescue personnel may recommend an Updated Rescue Plan based on rapid hazard assessment findings.</li> <li>★ Rescue Incident Command/Client Interface or 'RIC/CI' (Cold Zone) shall run the scene until properly relieved or rescue operation complete.</li> </ul>
<b>Alert III:</b>	<p style="text-align: center;">Evacuation</p> <p>Serious and large-scale events that result in evacuation or triage of mass casualties.</p>	<ul style="list-style-type: none"> <li>★ Proceed to muster points upwind or crosswind</li> <li>★ Follow directions given by authorized safety or supervision when the site alarms sound.</li> </ul>

### 4. Benchmarks: N/A

Initial Report (Rescue Response)	
	Size Up (Rapid Hazard Assessment)
	Rescue Plan OR Updated Rescue Plan
	L-CAN (Categorical Change)

## COMMUNICATION PLAN (204A)

5. Modes:		N/A	
<b>Non-Emergency Mode</b>			
<b>Objective</b>		<b>Method</b>	
Assistance to resolve a sensitive matter		'ITCS/IPS (name or position) bring your toolbox to (location)'	
<b>Emergency Mode</b>			
<b>Objective</b>		<b>Method</b>	
Alert everyone of pending radio report and compose info before continuing to transmit OR...		'Standby for (benchmark)'	
Alert everyone and continue radio report		'Emergency Traffic' or 'Urgent Traffic'	
Identify Speaker		(State you name)	
Organize information		[Provide L-CAN report (Location, Conditions, Actions, Needs)]	
Location		<ul style="list-style-type: none"> <li>★ Use vessel identifiers, reference points, etc. to mark the incident</li> <li>★ Use alpha letters to orient hazard space clockwise. <ul style="list-style-type: none"> <li>» 'A' side indicates upwind or crosswind</li> </ul> </li> <li>★ Use numbers to orient elevation. <ul style="list-style-type: none"> <li>» 'Ground 1, Deck 2, Top Deck 9...Ground 1, Level 2, etc. '</li> </ul> </li> </ul>	
Conditions		<ul style="list-style-type: none"> <li>★ Assign Alert then</li> <li>★ Communicate conditions and problems from greatest priority to least.</li> </ul>	
Actions		<ul style="list-style-type: none"> <li>★ Always perform a risk/hazard assessment prior to performing any task.</li> <li>★ Concisely state strategy and tactics to mitigate hazards.</li> </ul>	
Needs		<ul style="list-style-type: none"> <li>★ Request resources to support strategy, tactics, or tasks.</li> <li>★ Assign resources from greatest priority to least</li> </ul>	
6. Network:		N/A	
<b>Non-Emergency Mode</b>			
<b>Exclusion Zone</b>		<b>Support Zone</b>	<b>Refuge Zone</b>
Area Supervisor:		Area Supervisor:	Area Supervisor:
Point of Contact:		Point of Contact:	Point of Contact:
Company Name:		Company Name:	Company Name:
Area Description:		Area Description:	Area Description:



## COMMUNICATION PLAN (204A)

6. Network: N/A		
Method: (cell #, radio channel, rope tug, hand signals, face to face, other)		
Exclusion Zone	Support Zone	Refuge Zone
Primary:	Primary:	Primary:
Auxiliary:	Auxiliary:	Auxiliary:
Contingent:	Contingent:	Contingent:
Emergent:	Emergent:	Emergent:
Additional Notes:	Additional Notes:	Additional Notes:
See 206B Job Safety Analysis regarding hazards, mitigations, and conditions for changes to communication plan. Revise communication plan as needed.		

### 7. Prepared by:

Name:

Position:

**Purpose.** The '204A Communication Plan' form records methods of contact for job personnel. While the 204A is ideal to provide information on large projects and for complex rescue jobs, field supervisors can scale down the form and only fill the fields that apply for less complex assignments. Mark with an "X" or checkmark in the 'N/A' when a section is not used.

**Preparation.** The 204A should be filled out during size-up by the field supervisor(s). This form should be continuously evaluated along with the 206B Job Safety Analysis form (JSA) and updated for each operational period as conditions change.

**Distribution.** The 204A is distributed with the Risk Management Plan (RMP), as necessary. All completed forms must be uploaded to the Web Portal and originals should be returned to the Division Manager or Coordinator.

- Notes:**
- ★ The 204A is an optional part of the Risk Management Plan (RMP).
  - ★ If the form is not used, it is strongly recommended that an alternate document (e.g., permit, client form, etc.) be used to organize the communication plan.
  - ★ If additional pages are needed, use a blank 204A form and repaginate as needed.

## COMMUNICATION PLAN (204A)

Block Number	Block Title	
1	Job Name	★ Enter the name assigned to the job.
2	Operational Period ★ Date and Time From ★ Date and Time To	★ Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Alert System ★ Alert I » (Minor OR Unknown) ★ Alert II » Rescue Plan OR Updated Rescue Plan ★ Alert III » Evacuation	<p>★ Enter an "X" or checkmark the 'N/A' box if this section will be omitted for the job or RMP.</p> <p>★ Enter an "X" or checkmark the 'N/A' box if this section will be omitted for the job or RMP. The purpose of this section is to create standard responses to categorical nonstandard job events (e.g., recordable, near miss, illness, injury, accident, incident, loss of time, death, etc.).</p> <p>» First column indicates standardized terminology to be used for rapid communication of expected emergency response.</p> <p>» Second column describes the event severity in common terminology and provides a brief category summary reference of expected emergency response.</p> <p>» Third column offers a guide and important considerations of the emergency response personnel for each alert type.</p>
4	Benchmarks ★ Initial Report ★ Size Up ★ Rescue Plan OR Updated Rescue Plan ★ L-CAN	<p>★ Enter an "X" or checkmark the 'N/A' box if this section will be omitted for the job or RMP.</p> <p>★ Chart shows the terminology that should be used to time stamp benchmarks for an emergency incident until the rescue operation is complete.</p>
5	Modes ★ Non-Emergency Mode » Objective » Method ★ Emergency Mode » Objective » Method	<p>★ Enter an "X" or checkmark the 'N/A' box if this section will be omitted for the job or RMP.</p> <p>★ Chart divides the instruction into two columns. First column helps personnel to organize information in a standardized order. Second column shows personnel how to state information concisely and how to use standardized terminology.</p>

