

1. Incident Name:				2. Date	e From:		Date To:
				Tim	e From:		Time To:
3. Alert S	System: N/A						
Alert I:	Minor OR Unknown Minor injuries, ambulatory patier and other near misses/hits that result as a recordable event	ts ★	 ★ Consider exiting other confined spaces or limiting risk until resolved. 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. ★ Ensure hazard has been remedied so no repeat injury or illness occurs. 				
Rescue Plan OR Updated Rescue Plan 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 ever resulting in a transport to the hospital.	OR	* *	Utilize a Affected duties.	ll rescue pe		assist with re heir post unt	escue operations.
	* * *	area. Isolate a HAZWO Health a personn HASS o based o Rescue	area for resco DPER/Rescu and Safety S nel will cond r other resco on rapid haz Incident Co	eue operation esse e Plan' subsection Specialist or 'HASS duct a rapid hazard ue personnel may ard assessment fir	ntial personi n'Barricading i' (Warm Zon d'assessment recommend ndings. erface or 'RIC	an Updated Rescue Plan C/CI' (Cold Zone) shall run the	
Alert III:	Evacuation Serious and large-scale events the result in evacuation or triage of mass casualties.	at ★			points upwind or c		pervision when the site alarms
4. Bench	nmarks: N/A						
(Re	Initial Report escue Response)						
(Rapid H			Size Up zard Asses	ssment)			
			Upo	Rescue Plan OR dated Rescue Plan	1		
							L-CAN (Categorical Change)



5. Modes:	N/A			
		Non-Emergency Mode		
Objective		Method		
Assistance to resolve a sensitive matter		'ITCS/IPS (name or position)	bring your toolbox to (location)'	
		Emergency Mode		
Objective		Method		
Alert everyone of pending radio report and compose info before continuing to transmit OR		'Standby for (benchmark)'		
Alert everyone ar	nd continue radio report	'Emergency Traf	fic' or 'Urgent Traffic'	
Iden	tify Speaker	(State	you name)	
Organiz	ze information	[Provide L-CAN report (Locat	tion, Conditions, Actions, Needs)]	
		★ Use vessel identifiers, reference poi	nts, etc. to mark the incident	
		★ Use alpha letters to orient hazard space clockwise.		
Location		» 'A' side indicates upwind or crosswind		
		★ Use numbers to orient elevation.		
		» 'Ground 1, Deck 2, Top Deck 90	Ground 1, Level 2, etc. '	
Conditio	nne	★ Assign Alert then		
Conditio	ons	★ Communicate conditions and problems from greatest priority to least.		
	Actions	★ Always perform a risk/hazard assessment prior to performing any task.		
		★ Concisely state strategy and tactics to mitigate hazards.		
	Needs	 ★ Request resources to support strategy, tactics, or tasks. ★ Assign resources from greatest priority to least 		
6. Network:	N/A	* Assign resources from greatest prior	nty to teast	
o. Network.	IVA	Non-Emergency Mode		
Exclus	sion Zone	Support Zone	Refuge Zone	
Area Supervisor:		rea Supervisor:	Area Supervisor:	
		oint of Contact:	Point of Contact:	
Company Name:	C	company Name:	Company Name:	
Area Description:		rea Description:	Area Description:	
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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.	Pre	pare	d	bv:
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Name:	Position
ivailie.	FOSITION

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.



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	 ★ Enter an "X" or checkmark the 'N/A' box if this section will be omitted for the job or RMP. ★ 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.). » First column indicates standardized terminology to be used for rapid communication of expected emergency response. » Second column describes the event severity in common terminology and provides a brief category summary reference of expected emergency response. » Third column offers a guide and important considerations of the emergency response personnel for each alert type.
4	Benchmarks ★ Initial Report ★ Size Up ★ Rescue Plan OR Updated Rescue Plan ★ L-CAN	 ★ Enter an "X" or checkmark the 'N/A' box if this section will be omitted for the job or RMP. ★ Chart shows the terminology that should be used to time stamp benchmarks for an emergency incident until the rescue operation is complete.
5	Modes ★ Non-Emergency Mode » Objective » Method ★ Emergency Mode » Objective » Method	 Enter an "X" or checkmark the 'N/A' box if this section will be omitted for the job or RMP. 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.



Block Number	Block Title			
6	Network	★ Enter an "X" or checkmark the 'N/A' box if this section will be omitted for the job or RMP.		
	★ Non-Emergency Mode » Exclusion Zone	'Exclusion Zone' describes anywhere on site where there are restrictions or limitations regarding communication methods (e.g., intrinsically safe devices		
	» Support Zone	only, high decibel noise in area, confined space, etc.). Use 'Additional Notes' as needed.		
	» Refuge Zone	'Support Zone' describes an area less restrictive that the Exclusion Zone, often where equipment would be staged (e.g., tool room, trailer, lay down		
	★ Emergency Mode	yard, outside restricted/painted areas, etc.). Use 'Additional Notes' as needed.		
	» Hot Zone	★ 'Refuge Area' describes lunch area, parking lot, or muster points.		
	» Warm Zone	★ 'Hot Zone' is anywhere there is a high hazard, usually defined by policy, on permits, by unsafe monitor readings or designated on a site sketch map. Only		
	» Cold Zone	authorized personnel shall access this area once an emergency mode has been declared. TEDs perform tasks here under the supervision of a HASS or		
	- Area Supervisor	AM/HASS.		
	- Point of Contact(s)	★ 'Warm Zone' is a categorical change and designates areas with less restriction by hazard or permit, has safe monitor readings or designated on a		
	- Company Name	site sketch map. Authorized rescue and essential support personnel may be present once an emergency has been declared; area includes Contamination		
	- Area Description ★ Method	Reduction Corridor. HASS' and or AM/HASS' typically supervise TEDs from this area and report periodically up the chain of command.		
	» Primary	★ 'Cold Zone' is any area designated safe by monitor readings or other appropriate means for non-essential personnel to occupy once an		
	» Auxiliary	emergency has been declared. RIC/CIs typically set up a stationary or a mobile command post in this area to manage the emergency response		
	» Contingent	operation. They act as both Incident commander and client interface, receiving updates from the Hot Zone and Warm Zone to relay information to		
	» Emergent	other principal representatives and personnel of the emergency site.		
	» Additional Notes★ 206B JSA Reminder	★ 'Area Supervisor' can be defaulted as the highest ITCS/IPS field supervisor on the job site. To avoid being overwhelmed with large geographic areas or managing beyond an ideal span of control, delegate to other field supervisors; AM/HASS, HASS, or an experienced TED.		
		 ★ 'Point of Contact' is the representative; List Company Name(s) of the Point of Contact(s) Enter additional names if needed or use 'Additional Notes' for paper copy. ★ 'Area Description' may be equipment name, vessel identifier, or a description of the boundaries. Use 'Additional Notes' as needed. 		
		★ Using P. A. C. E., rank the communication methods available at the job. It is recommended to have and list a minimum of two options.		
		★ Rope Tug/OATH: Once - Okay Two = Advance Rope		
		Three = Tension Rope Four = Help		
		★ Refer to form 206B (JSA) when completing the 204A. Evaluate conditions periodically. Update the 204A, as necessary.		
6	Prepared by	★ Enter your name, position (ITCS/IPS field role that day).		