Communications Plan Worksheet

5 W’s and an H

1. Who are you?

Responsible adult, out of town contact, child

2. Who do you need to communicate with?

Responsible adult, out of town contact, child

3. What are you communicating?

I’m safe, I’m not safe, location, in transit, ETA, etc.

4. When will you communicate?

Immediately, on the hour, every other hour, even/odd hours, Communication Clock

5. Where are you communicating from?

Home, Work, School, Rally Point, Alternate Location.

6. Why do you need to communicate?

Initial communication, updates, alternate information.

7. How will you communicate?

Cell Phone, SMS, Land Line, Email, Two-Way Radio.

|  |  |  |
| --- | --- | --- |
| 1 | Who |  |
| How |  |
| When |  |
| Numbers |  |
| Notes |  |
| 2 | Who |  |
| How |  |
| When |  |
| Numbers |  |
| Notes |  |
| 3 | Who |  |
| How |  |
| When |  |
| Numbers |  |
| Notes |  |
| 4 | Who |  |
| How |  |
| When |  |
| Numbers |  |
| Notes |  |
| 5 | Who |  |
| How |  |
| When |  |
| Numbers |  |
| Notes |  |
| 6 | Who |  |
| How |  |
| When |  |
| Numbers |  |
| Notes |  |
| 7 | Who |  |
| How |  |
| When |  |
| Numbers |  |
| Notes |  |
| 9 | Who |  |
| How |  |
| When |  |
| Numbers |  |
| Notes |  |
| 9 | Who |  |
| How |  |
| When |  |
| Numbers |  |
| Notes |  |