

## Communication Plan

The Communication Plan is a requirement for medium and high risk events.

The aim of the Communication Plan is to provide details about the procedure to communicate with staff and the public on the day of the event about any emergency issues and for safely evacuating patrons.

<b>Name of event</b>	
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## Shared information on the day

We recommend that the information below be shared among all event staff present on the day, including volunteers, kept on them throughout the duration of the event, including set up and pack up time.

Repeat names if necessary, but do not remove any responsibilities stated in the tables below.

Note that the **primary event contact** must be on-site during the event at all time, and should be the first point of call before contacting 000. In case of an emergency, and if the primary event contact is not immediately reachable (either in person or via mobile), call 000.

## Contacts on the day

Responsibilities	Name	Mobile number
<b>Primary event contact</b>		
<b>Secondary event contact</b>		
<b>Parking and traffic contact</b>		
<b>Security contact</b>		
<b>First Aider</b>		
<b>Emergencies</b>		

## Key locations

<b>Muster point 1</b>	
<b>Muster point 2</b>	
<b>Emergency exit 1</b>	
<b>Emergency exit 2</b>	

## Contact Us

### Enquiries

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

### In Person

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Open Monday to Friday 8.30am-5pm (closed public holidays)



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