**Information for Communication Planning**

**PURPOSE**

This template helps guide the development of communication standard operating procedures (SOPs) for an advisory. Adapt this form for specific situations.

**DIRECTIONS**

Complete the information and include it in emergency response plans (ERPs) and standard operating procedures (SOPs). Give this form to partners and organizations in the advisory communication network and have a copy of the water system version. When each partner completes the form, compile them into one SOP and schedule regular updates.

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**PARTNER NAME**

**Point of Contact for Communication Planning**

Name:

Title:

Office Phone: Cell Phone: E-mail:

**Communication Plan Update Procedures**

**(Including partners who will share responsibility for communicating with specific groups)**

**Exercise Procedures and Schedule**