



## UPFRP Communication Plan Worksheet

The UPFRP Communication Plan explains the different types of communication the Authorized Contacts will receive from the DRC/URC and the different types of circumstances that will require a greater command presence.

**Note:** It is the “overall” expectation of how communication will flow.

Suggestions	Comments
Who will be responsible for writing the plan for CO’s approval? <i>(DRC/URC or Action Officer?)</i>	
Circumstances in which each of the communication tools will be used? <i>(Info blasts(emails), workshops(FB))</i>	
Frequency for communication? <i>(weekly, bi-monthly, monthly)</i>	
What restrictions such as limitations for communication sent from FRCTA(s)/FRA(s)? <i>(No communication, resource information only?)</i>	
Procedures for communication flow from the Commander to the Authorized Contacts? <i>(From DRC/URC or XO on behalf of CO?)</i>	
What is the approval process for disseminating information? <i>(Pictures or unit events on social media – Unit Security Mgr or Communication Strategy and Operations Officer policy?)</i>	
Types of Crises? <i>(Weather, Evacuation, threat, Casualty?)</i>	
Frequency for communication? <i>(Notification, status, “all clear”)</i>	
What is the DRC/URC’s role in the aftermath and assisting the families in the “getting back to normal?” <i>(Townhall, specific workshop?)</i>	
<b><i>For Supporting Establishments only</i></b> Who will be the liaison to communicate with families?	