## Communication Plan

**Purpose:** Describe protocol for internal communications/warnings (within the program/facility, between staff and program director, between program and parents) and external communications/warnings (between program and external partners, with emergency responders, with the media).

**OSU Guidance Link:** <https://communications.oregonstate.edu/crisis>

It is important to ensure communication can occur within your youth program in the event of an emergency.

Staff may not always be together when an emergency takes place. A communication plan should include considerations to ensure staff can contact one another and the program director. In addition, an emergency event may necessitate communicating with other university individuals outside of program operations. The plan should include contact information for all individuals that need to be notified in the event of an emergency.

Additionally, a communication plan should include procedures for contacting participants’ emergency contacts. Staff should have hard copies of all participant’s emergency contacts on hand at all times throughout the program and parents/guardians should be informed of how they will be notified in the case of an emergency.

Staff should be prepared to operate in the case that regular communication methods are not available (i.e. cell phone service goes out).

**My Youth Program Communication Plan:**