

**New Hampshire Department of Transportation
Bureau Of Highway Maintenance**

**Communication Plan Matrix
EIP-8-Form 8a**

Internal Communications			
<i>Target Audience and Purpose</i>	<i>Information Communicated</i>	<i>Method or Approach</i>	<i>Person(s) Responsible</i>
All Employees – for general awareness of EMS.	Environmental Policy; Significant Aspects and Impacts; Current Objectives and Targets.	Annual Meeting, Safety Day	OSC, Bureau EMS Team
All Employees	Current Topic/Recent Equipment Purchase/EMS Action Plan	Posters	Bureau EMS Team
All Employees & Safety Committee Members	EMS General Update	Safety Committee Meeting & Minutes	Bureau EMS Team
New Employees	EMS Awareness Training	Presentation/New Employee Orientation	OSC
Aspects & Impact Team	Review of Aspects & Impacts	Meeting & Minutes	Bureau EMS Team
EMS Action Plan Team	Update EMS Action Plans	Meeting & Minutes	Bureau EMS Team
Bureau Administrator & Assistant Administrator & OSC	EMS Management Review	PowerPoint Presentation	Bureau EMS Team
All Employees	EMS Informational Update Training	PowerPoint Presentation	Bureau EMS Team

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External Communications			
Target Audience and Purpose	Information Communicated	Method or Approach (Choose appropriate method(s))	Person(s) Responsible
Contractors	Environmental Management System	Face-to face Meeting, Email, Mail, Phone Conversation, Contractor and Supplier Safety and Environmental Checklist, Carry In Carry Out Letter	EMS Team, Maintenance Supervisors
Suppliers/Vendors	Environmental Management System	Face-to face Meeting, Email, Mail, Phone Conversation, Contractor and Supplier Safety and Environmental Checklist, Carry In Carry Out Letter	EMS Team, Maintenance Supervisors
Other Bureaus	Progress Update, Request for input, Request for documents, Etc.	Face-to face Meeting, Email, Mail, Phone Conversation, Contractor and Supplier Safety and Environmental Checklist, Carry In Carry Out Letter	EMS Team, EMS Coordinator
Other State Departments	Progress Update, Request for input, Request for documents, Etc.	Face-to face Meeting, Email, Mail, Phone Conversation, Contractor and Supplier Safety and Environmental Checklist, Carry In Carry Out Letter	EMS Team, EMS Coordinator
Public	Environmental Management System	Face-to face Meeting, or Email, Mail Phone Conversation	OSC, EMS Team, EMS Coordinator

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