**(ORGANISATION)**

**TO: Chair State Emergency Management Committee**

**DATE:**

**Communication and Marketing Strategy for Plan – (Plan Title)**

The *(organisation)* has now successfully completed a review of the *(plan)* and has requested approval from SEMC to revoke the plan.

Below is the intended communication and marketing strategy to advise all agencies of the revocation of this plan, once approved by SEMC.

**Notification**

It is proposed the following organisations are notified of the revocation of this plan:

1. All SEMC Subcommittees and Reference Groups.
2. All Emergency Management Agencies and other Public Authorities, including Local Governments.
3. All stakeholders listed within the plan.
4. Other relevant stakeholders.

**Marketing Strategies**

The SEMC Business Unit will remove the revoke State Hazard Plan (Westplan)/State Support Plan from the SEMC website.

Stakeholders will be asked to remove references to the revoked State Hazard Plan (Westplan)/State Support Plan as agency plans and policies are reviewed.

**Education Strategies**

All relevant education materials will be reviewed and references to the revoked State Hazard Plan (Westplan)/State Support Plan removed.