# Communications plan template

This document gives one suggested way of documenting the communications plan for excursions which include overnight stays, interstate or overseas travel, travel via water or air, or excursions involving Adventure Activities. This template may be adapted to suit the school’s needs.

| WHAT  (incident/issue) | CONTACT FROM | CONTACT TO | HOW | WHEN | FURTHER ACTION |
| --- | --- | --- | --- | --- | --- |
| *eg. Student illness* |  |  |  |  |  |
| *eg. Student misbehaviour (severe incident ­– for example consuming alcohol)* |  |  |  |  |  |
| *eg. Staff illness* |  |  |  |  |  |
| *eg. Group gets lost in bushland* |  |  |  |  |  |
|  |  |  |  |  |  |