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|  | **NZAC Field Communication Plan**  **Course Name:** |

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| **Course field communication devices: (Mobile phone, Sat phone, radios)** |  |
| **Are you carrying GPS, EPIRB or PLB?** |  |
| **Departure date:** |  |
| **Intended return date:** |  |

List all course itinerary/locations by date:

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| **Date** | **General Location (be as specific as possible)** |
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| **Key Contacts** | | **Contact Information** |
| **Satellite phone number (if carried):** | |  |
| **Trusted Contact:** The person(s), who is not on the course, with whom you will be making scheduled check ins | | Name:  Work phone:  Home phone:  Cell phone: |
| **Course Manager** on the course | | Name:  Work phone:  Home phone:  Cell phone: |
| **Volunteer Instructors** on the course | | Name: Cell phone:  Name: Cell phone:  Name: Cell phone:  Name: Cell phone:  Name: Cell phone:  Name: Cell phone:  Name: Cell phone:  Name: Cell phone:  Name: Cell phone: |
| **Scheduled check ins between Course Manager and Trusted Contact:** | | |
| **Dates/time:** |  | |

In the event that the Course Manager does not check in, the following procedures will occur:

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| **Event** | **Response** |
| Course Manager does not call within one hour of check-in time | * Trusted contact will attempt to reach Course Manager using contact information supplied |
| Course Manager cannot be reached | * Trusted contact will contact the NZAC Section Chairperson |
| NZAC Section Chairperson | * NZAC Section Chairperson will call Emergency Services * NZAC Section Chairperson will use information provided on RMP to notify appropriate emergency response agencies * An incident report should be filled out within 24 hours |

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| **Scheduled check ins between Volunteer Instructor(s) and Course Manager or ‘Base’ if the main course group splits into smaller groups:** | |
| **Frequency/time (i.e. every 3 hours or Daily at noon & 5pm:** |  |

In the event that a Volunteer Instructor does not check in, the following procedures will occur:

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| **Event** | **Response** |
| Volunteer Instructor does not call within one hour of check-in time | * Course manager will attempt to reach Volunteer Instructor using field communications. |
| Volunteer Instructor cannot be reached | * Course Manager will consider the various factors (Weather/Daylight/Last sighting of lost group/Activity type) if there is reason to be concerned for the groups safety contact Emergency Services as soon as possible. |