

**CPIT Recreation Programmes
Student Adventure Planning Form**

<i>Name of Person filling out form:</i> _____	<i>Date:</i> _____
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TRIP PLAN:
Date In and Location of In: _____
Date Out and Location of Out: _____
Route Description:

Route Alternatives:

<p>NAMES OF PEOPLE GOING:</p> <p>1. _____ <i>ph:</i> _____ 2. _____ <i>ph:</i> _____ 3. _____ <i>ph:</i> _____ 4. _____ <i>ph:</i> _____ 5. _____ <i>ph:</i> _____ 6. _____ <i>ph:</i> _____ 7. _____ <i>ph:</i> _____ 8. _____ <i>ph:</i> _____ 9. _____ <i>ph:</i> _____ use extra paper if required</p>	<p>EMERGENCY CONTACT:</p> <p>1. _____ <i>ph:</i> _____ 2. _____ <i>ph:</i> _____ 3. _____ <i>ph:</i> _____ 4. _____ <i>ph:</i> _____ 5. _____ <i>ph:</i> _____ 6. _____ <i>ph:</i> _____ 7. _____ <i>ph:</i> _____ 8. _____ <i>ph:</i> _____ 9. _____ <i>ph:</i> _____</p>
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Emergency Contact in the field: Yes/No
Cell: _____ *Land Line:* _____ *Other:* _____

NOMINATED PERSON TO INITIATE EMERGENCY PROCEDURES:
Name: _____ *Phone:* _____
 If you do not return, or have not made contact by the pre-arranged time, this person will contact:
 1. the emergency services (ie 111); and
 2. David Bailey (wk 0800 242 476; cell 029 940 8421 home 03 326 5581) or Dave Irwin (wk 0800 242 476; home 03 326 7632)

What is the course you are completing for this activity: _____ (course code)

IS THE PLANNED ACTIVITY WITHIN YOUR COURSE SCOPE: Yes No
 If no, then a tutor's approval is required before you can hire the equipment.
Tutor: _____ *Date:* _____

Halt the Activity if Safety is Compromised

- Environmental factors such as present and forecast adverse weather conditions including both heat and cold, high winds, rising water, etc.
- Equipment factors such as inappropriate or poorly maintained equipment
- People factors such as poor group cohesion, lack of respect for others, lack of maturity required for the activity, misbehaviour, drugs, alcohol, medical, health and cultural factors, lack of knowledge or prior learning (ie. student(s) may have missed important classes prior to the activity) etc



Risk Management Planning:

What is the past/present/future site conditions: river flow, tides, snow stability etc?

What is the past/present/future weather?

Is there a need for specialist personnel? Yes/No (*If yes then who*)

Remember to:

Prepare First Aid Kits (including health profiles)

Arrange transport requirements

Identify the role of participants and brief them

Conduct a pre-activity visit of the venue if required

Notify the appropriate agency of your intentions (eg DOC, ski area etc)

Decide what technical equipment is needed (*list requirements*)

What are your unique food/water/fuel/clothing etc requirements (*e.g. emergency requirements*)

What significant hazards are you likely to encounter?

How will you manage these hazards?

Emergency plan

(use extra paper if required)