NSW Adventurous Activities - Activity Plan Template

**<replace with the name of activity>**

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| **Planning** | **Group or Formation** | <what is the formal name of the Group or Formation?> |
| **Concept** | <what is the activity hoping to achieve?.> |
| **Date** | <when will the activity occur? Start date to end date.> |
| **Location and Route** | <location of the activity. Include grid references, links to route maps and route plans. You may need multiple maps to show transport and other concerns. For remote Activities, please include a detailed route map with grid references,> |
| **Pre-activity Actions** | <what do we need to do before we have the activity?> |
| **Educational Purpose** | <Outline why we are doing this activity. What is the educational benefit? What sort of benefit or objective do we want to achieve?> |
| **Timing** | <What are the key timings for the activity? Start time, end time, any others in the middle and what is the time that we initiate Overdue Protocols?> |
| **Safety** | <What are the critical safety consideration, and what are the plans in the case of an incident? Who is the nominated Safety Officer for the activity? First aid plans and qualifications? What safety equipment are you carrying?> |
| **Emergency Plan** | <Details for hospitals and police. Detail out the possible emergency situations and how you plan to respond. Be very specific here. When would you trigger a PLB? Exit routes and access points. Where have you left vehicles? Include the registration number if known. What is the overdue notification time? Who is the emergency contact, and what are their contact details? What will help people find you: tent and pack colours, paddle craft colours etc.> |
| **Approvals** | <Detail any approval from landowners and who the approver is from Scouts NSW.> |
| **Participants** | **Participants** | <Who are the participants? What sections, what OAS levels? What are the participant ratios?> |
| **Medical** | <Detail any participant with medical issues. Specifically, detail out plans for allergies and anaphylaxis.>  |
| **COVID** | <Detail out the COVID action plan.? |
| **Reasonable Adjustment** | <Where there is a participant with a disability, outline how the activity will be modified to provide an opportunity to include this participant or include sufficient evidence that such an adjustment is not reasonable.> |
| **Environment** | **Minimum Environmental Impact** | <Detail out plans to minimise the impact on the environment. Consider the seven no trace principles.> |
| **Weather** | <What is the anticipated weather for the activity? Include expected synoptic charts and rainfall considerations.> |
| **Triggers** | <List all the Triggers which will cause a change in the activity and what will happen if one occurs. Be especially clear on cancellation Triggers.> |
| **Equipment** | **Group Equipment** | <List out the Group equipment and why you are taking it.>  |
| **Participant Equipment** | <Link to a gear list of all the gear a participant is expected to bring along.> |
| **Menu Plan**  | <Detail the menu and food requirements for the trip. Include water and purification methods.> |
| **Transport** | <What is the plan for getting to the location and back?  |
| **Comms** | <List out the comms equipment, frequencies, callsigns. What emergency comms equipment is being carried, how are the PLBs set up? Put in the PLB Hex number if you are carrying one. Detail your contact numbers.> |
| **Leadership** | **Leaders** | <Who are the leaders coming along? Who is the Leader in charge?> |
| **Qualifications** | <What are the qualifications of the leadership group.> |
| **Roles** | <What are the specific roles each leader will play?> |

**Prepared by:** <name> **Qualification:** <Leader or Guide?> **Date:** <date of preparation>