

# Communications Plan Template

This is a template for the communications plan for staying in touch with your key safety contact(s). You and your contacts should agree to the information you've provided here and stick with it.

Please save a copy of this form locally for your own reference.

RORY PECK  
TRUST

Date

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**1. How often will you be in touch with your key contact?**

Through what methods (be as specific as possible):

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**2. Emergency Communications Plan**

Failure to make contact and confirm you and your team are okay will result in emergency preparations being considered after xx hours and activated after xx hours.

Steps to follow in the event that there is a failure to communicate at the agreed time:

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**Emergency Contacts List**

Create as many contacts as you need.

Name

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Role/Relationship

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Contact Details

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Location

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Time zone

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Phone number (include dialling code & language instructions)

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Name (Contact 2)

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Role/Relationship

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Contact Details

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Location

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Time zone

Phone number (include dialling code & language instructions)

**3. Personnel Details**

(Form needs to include details for each person on location)

Name

Position

Mobile Phone

Home Phone

Address

Email

D.O.B.

Blood Group

Personal circumstances and dependents

Name of partner (with details)

Next of kin (with details)

Brief biography (credentials and why this person is suitable for this assignment)

#### 4. Itinerary/Schedule

Give details of travel, vehicles and departure and arrival times, routes and anything else necessary.

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#### 5. Communications Code

In the case that communications are monitored or compromised, agree on a pass code that will alert the other person. Create pass codes for different kinds of information that you may need to communicate.

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