

## Communication Plan Template

Follow the following steps daily

1. Ensure youth and adult both have communication tool, it is charged and working
2. Adults and youth know (see charts below)
  - a. Who needs to be contacted and when
  - b. Contact information, such as cell phone numbers or 2-way radio channel
  - c. What types of events/issues/problems necessitate communication
  - d. When not to use the tools, and what steps to take to remedy the situation if communication is necessary
3. Document completion of training for adults and youth (separate training document)

Enter the name of adults in the chart below, along with communication tool information. Under each adult's name, enter the youth they are responsible for, along with contact information.

Name	Cell number, 2-way radio channel or contact method	Notes
<b>Adult</b>		
Youth		
Youth		
Youth		
<b>Adult</b>		
Youth		
Youth		
Youth		

Enter the youth's name and the time(s) they are scheduled to check-in

Youth Name	Check-in time 1	Check-in time 2	Check-in time 3

Conditions under which the youth should contact an adult (see examples below)

<i>Unsure how to do job</i>	<i>Accident &amp;/or injury</i>	<i>Equipment malfunction</i>

Conditions under which youth does not use tool, and how to remedy if needed (see example)

Condition for non-use of tool	Steps to take before using
<i>Working with animals</i>	<i>Leave pen, corral or animal area</i>

Procedure for missed check-in or emergency (examples below)

Check-in missed	1 <sup>st</sup> – <i>step(s) to take</i>	2 <sup>nd</sup> – <i>step(s) to take</i>
<i>Severe storm</i>	<i>Contact Name</i>	<i>Meet Where</i>
<i>Injury</i>	<i>Contact Name</i>	<i>First Aid Kit Location</i>