Communication Plan Guidelines

Purpose of the Communication Plan
The purpose of the communication plan is to facilitate reliable communication between participants, leaders, WWU Administration, family, and travel assistance providers. Reliable communication will aid the trip leader(s) in managing their team throughout the trip, while also ensuring communication channels to outside contacts in the event of an emergency.

Requirements

Individuals:
You will form a communication plan that includes at least one phone with international service, and provide a copy of the plan to Risk & Safety Management.

- The phones may be satellite or cellular phones, but they must have adequate coverage in all countries you are visiting.
- Satellite phones are strongly encouraged in very remote locations, but not all countries permit their use.
- The trip leader should have a working phone with them at all times. The other phone(s) can be with other participants.
- The trip leader should research all countries they will be visiting, to determine the best method of communication.

Groups:
The leader will form a communication plan that contains the phone numbers of at least two phones with international service, and provide a copy of the plan to Risk & Safety Management.

- How will participants contact and be contacted by family?
- If members of your group are separated, how will they contact the leader(s)?
- If there is an emergency, how will you be able to contact the necessary services? (i.e. red card)
- If something happens to the leader, who will be in charge and how will they communicate with all necessary parties?

Things to Consider

Individuals:
- If there is an emergency, how will you be able to contact the necessary services? (i.e. red card)
- How will you contact or be contacted by family and administration?
- If something were to happen to you, how will that be communicated with all necessary parties?

Groups:

- How will participants contact and be contacted by family?
- If members of your group are separated, how will they contact the leader(s)?
- If there is an emergency, how will you be able to contact the necessary services? (i.e. red card)
- If something happens to the leader, who will be in charge and how will they communicate with all necessary parties?