



Trip Plan

for

Location_of_trip



Name: *Your_name*

Date Submitted: *Date*

For Bush 1 Instructor
The Trip Plan Template

This template has been prepared to assist you in formatting a trip plan for any given location. It leads you through the main steps but relies on you to locate and complete the required information. It is prepared in Word 97.

This does not pretend to be the 'ideal' trip plan, neither is it the only way to prepare a trip plan. It is a model that you may use to help get your thoughts in order.

Instructions for use

All areas for you to complete are in *red italic* font. These need to be replaced with your thoughts and information. Where there is a table to complete eg the gear list, only the first row has been completed to use as an example. You will need to change the font back to normal by removing the italic font and selecting black as its colour. By the time you have completed the plan all red writing should have gone.

The early stages of the plan give the background for the trip and contain some fact but mostly opinion or details about your group. The middle section is basic bushcraft stuff – what gear would you take? What sort of 1st Aid kit? Completing a RAMS form etc. Don't forget to customise these for your trip. They should clearly relate to where you are going, the time of the year of your trip, the people in your group. Trying to use generic information is not acceptable.

The menu should be thought through to ensure you have sufficient calories for the trip and weather conditions, that it is sufficiently light to carry, contains little waste packaging, contains variety etc. Simply using a 'rat pack' or similar is not sufficient to show you understand the requirements of food on a trip.

The logistics and route plan is the main area of the plan. You need to determine how you will get to the start of the track provided from your home area and provide information relating to the travel period. Once at the track a full route plan is required that shows you can obtain all the relevant information from your topographical map. Be very careful with Grid References. Do not guess them, use a ruler or Romer and get them right. Don't forget that the 1st 'tenth' after the grid line is 'zero'. The last one is nine.

For each day think about your Risk Plan and make sure any hazards are identified on your RAMS form. At the bottom of each page put in a note explaining what you would do if something went wrong – escape route and action plan. These can be transferred to a separate sheet and carried with you on a trip as your Crisis Plan.

At the end, add in any other information you may have collected while preparing the plan to help give an overview of your trip. And don't forget to put in your map showing the route you are following, marking any relevant spots or camp sites.

Good luck with completing the plan.

Index for Trip Plan.

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#	Aims of the trip.
#	Group participants and next of kin details.
#	People responsibilities.
#	Risk Analysis & Management form.
#	Gear list (party & individual)
#	First Aid Kit requirements.
#	Menu Day 1
#	Menu Day 2
#	Menu Day 3
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#	Extra group food and emergency food.
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#	Route plan for day 2 of the tramping trip
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#	Route plan for day 4 of the tramping trip.
#	Route plan for day 5 of the tramping trip.
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#	Copy of Map showing Route selected - <i>Details</i>
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#	Selected readings for background information on trip

Trip Plan for *Area*
Prepared by: *Name*.

Trip leader: *Name*.

Map References:

NZMS Topographical Map 260 series *Map_name Map_number*.

Comments: *Add_other_information*.

Additional reading:

Book_reference_1.

Page_reference.

Comments: *Add_comments.*

Book_reference_2.

Page_reference.

Comments: *Add_comments.*

Aims of the trip:

When did you decide to go.

Why did you decide to go.

Where are you going to go.

Why did you decide to go there.

What do you expect to get out of the trip.

Group Participants and next of kin:

Name, Address.

Phone: *Phone_#, Fax Fax_#.*

Next of kin: *Name (Relationship), Address.*

Phone: *Phone_# (hm), Fax Fax_# (hm), Phone_# (wk) mobile Mobile_#, e-mail e-mail address*

Medical conditions: *Medical_issues. Medication_needs.*

Location_of_spare_medication.

Name, Address.

Phone: *Phone_#, Fax Fax_#.*

Next of kin: *Name (Relationship), Address.*

Phone: *Phone_# (hm), Fax Fax_# (hm), Phone_# (wk) mobile Mobile_#, e-mail e-mail address*

Medical conditions: *Medical_issues. Medication_needs.*

Location_of_spare_medication.

Name, Address.

Phone: *Phone_#, Fax Fax_#.*

Next of kin: *Name (Relationship), Address.*

Phone: *Phone_# (hm), Fax Fax_# (hm), Phone_# (wk) mobile Mobile_#, e-mail e-mail address*

Medical conditions: *Medical_issues. Medication_needs.*

Location_of_spare_medication.

Name, Address.

Phone: *Phone_#, Fax Fax_#.*

Next of kin: *Name (Relationship), Address.*

Phone: *Phone_# (hm), Fax Fax_# (hm), Phone_# (wk) mobile Mobile_#, e-mail e-mail address*

Medical conditions: *Medical_issues. Medication_needs.*

Location_of_spare_medication.

First aiders on the trip:

Who. Training_level.

Details about the party:

Name_1, Details_of_experience.

Name_2, Details_of_experience

Name_3, Details_of_experience

Name_4, Details_of_experience

Comments: *Comment_on_group_interaction, Interests, Other.*

People responsibilities.

<i>Purchase food</i>	Who. By_when.
<i>Pack food & pre mix if necessary</i>	Who. By_when.
Book accommodation	<i>Who. By_when.</i>
Book <i>Transport_type</i>	<i>Who. By_when.</i>
Ensure everyone has a current hut pass	<i>Who. By_when.</i>
Contact <i>Land_owner</i> to get permission to cross private property at <i>Address</i>	<i>Who. By_when.</i>
Book mountain radio	<i>Who. By_when.</i>
Get long range weather forecast	<i>Who. By_when.</i>
Confirm drop off and pick up from track junction by <i>Who/How</i>	<i>Who. By_when.</i>
Gear check & packing	<i>Who. By_when.</i>
Book accommodation in <i>Location</i> for <i>Day_#</i>	<i>Who. By_when.</i>
Get weather forecast at <i>Location</i>	<i>Who. By_when.</i>
<i>Leave intention sheet with Person. Ensure a copy of our route plan is attached.</i>	Who. By_when.

Menu for *Trip_name* trip plan.

Day 1:

Breakfast.

What we are having

Packed Who is carrying it.

Breakfast_1	Date	Name

Lunch.

What we are having

Packed Who is carrying it.

Lunch_1	Date	Name

Dinner.

What we are having

Packed Who is carrying it.

Dinner_1	Date	Name

Day 2:

Breakfast.

What we are having

Packed Who is carrying it.

Breakfast_2	Date	Name

Lunch.

What we are having

Packed Who is carrying it.

Lunch_2	Date	Name

Dinner.

What we are having

Packed Who is carrying it.

Dinner_2	Date	Name

Day 3:

Breakfast.

What we are having

Packed Who is carrying it.

Breakfast_3	Date	Name

Lunch.

What we are having

Packed Who is carrying it.

Lunch_3	Date	Name

Dinner.

What we are having

Packed Who is carrying it.

Dinner_3	Date	Name

Day 4:

Breakfast.

What we are having

Packed Who is carrying it.

Breakfast_4	Date	Name

Lunch.

What we are having

Packed Who is carrying it.

Lunch_4	Date	<i>Name</i>

Dinner.

What we are having

Packed Who is carrying it.

Dinner_4	Date	Name

Snacks & extras.

What is it

Packed Who is carrying it

Item	Date	Name

Emergency Food

What is it

Packed Who is carrying it

Item	Date	Name

Day 1 - Logistics. *Day_1, Date_1, Month.*

Depart *From_where* at *Time*. *How_does_everyone_get_there.*
Transport_details.

Arrive *At_where* at *Time*.

Travel method and important details

Depart *From_where* for *Destination*.

Estimated driving time based on AA Road Atlas *travel_time*. Arriving at *Location* by
Arrival_time.

Accommodation on *Day_1* at:

Location, Addresss.

Phone *Phone_number*, fax *fax_number*, e-mail: *e-mail_address*

Meals on *Day_1*:

Explain_details.

Day 2 - Logistics. *Day_2, Date_2, Month.*

Breakfast.

Details.

Transport_to_start_of_track. Vehicle_security. Other.

Depart *From_where* for *To_where* at *Time*. *Route*. *Time_of_travel*.

We aim to leave the vehicle to start tramping no later than *Time*. Refer to route plan for day 2 for details of trip.

Day 6 - Logistics. *Day_6, Date_6, Month.*

We aim to return to the vehicle no later than *Time.*

Travel and accommodation for tonight

Transport_from_end_of_track.

Depart *From_where* for *To_where* at *Time.* *Route.* *Time_of_travel.*

Dinner

Details.

Accommodation

Accommodation Details.

Day 7 - Logistics. *Day_7, Date_7, Month.*

Meals on Day_7:

Explain_details.

Depart *From_where* at *Time*.

Transport_details_to_airport_(or_other).

Arrive *At_where* at *Time*.

Travel_method_from_departure_airport_(or_other)_to_home_airport_(or_other)

Depart *From_where* for *Destination* at *Time*

How_does_everyone_get_home_from_home_airport.

Other Information (this does not need to be a significant part of the Plan)

Examples

Details of accommodation – Brochure/web page_etc

Selected Readings:

Details of Area – *DOC_pamphlets, published_route_guides, other*

History of the area – Any_information_you_may_have_on_hand

Cultural significance – *Maori_or_early_settler_sites*