

**OFF-CAMPUS SAFETY MANAGEMENT : DEBRIEF**

This tool may assist with a debrief for the off-campus activity

<b>Name of Off-Campus Activity</b>		<b>Date</b> /        /
<b>Debrief Attendees</b>		
<b>Name of Activity Supervisor</b>		<b>Contact Number :</b>

Record suggestions for improvement if this activity and attach to the Risk Assessment or Safety Management Plan or file with other key activity documents.

Issue raised	Recommendations for improvement