**Appendix D**

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| **OFF-CAMPUS SAFETY MANAGEMENT : DEBRIEF** |

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

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| **Name of** **Off-Campus****Activity** |  | **Date** | / / |
| **Debrief****Attendees** |  |
| **Name of Activity** **Supervisor** |  | **Contact** **Number :**  |

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

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| **Issue raised** | **Recommendations for improvement** |
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