REPORTING AND LATE BACK PROCEDURE

CONTEXT: A: H.S.P.6 - Health and Safety Guidelines, School and Community Education Excursions
B: Adventure Activities Licensing Regulations

ESTABLISHMENT _____

NATURE OF EXCURSION _____

DATES _____

GENERAL LOCATION _____ OS MAP No. _____

START (grid ref.) _____ FINISH _____

CAMP 1 _____ 2 _____ 3 _____

LEADER IN CHARGE _____

TEL (during venture) _____ TEL (after venture) _____

FINISH TIME (end of activity, report to duty officer) _____

ACTIVATE EMERGENCY PROCEDURE TIME (by duty officer) _____

MEANS OF TRANSPORT _____

ARRANGEMENTS FOR DROP OFF _____

PARTICIPANTS OR LEADERS

NAME	AGE	PARENT/CARER	TEL	MEDICAL CONDITIONS

EMERGENCY PROCEDURE

In the event of an accident or emergency:
Deal with the incident on the ground
If necessary contact the relevant emergency services
Then in order of seniority contact the following

1. Duty officer/Home contact – name_____ Tel # 1 _____ Tel # 2 _____

2. Head of Establishment - Peter Wright 07836 628084
   01506 202221
   0131 558 9763

3. Head of Service –

4. Councils` emergency team via the Council switchboard
   0131 200 2000

Note: If the duty officer has not been contacted by the 'activate emergency procedure time', he/she will react accordingly.