



# RULES AND GUIDANCE FOR OFF-SITE EXCURSIONS Base Contact Check List

## Excursion Details

Group Name: \_\_\_\_\_

Location: \_\_\_\_\_

Start Date: \_\_\_\_\_

Finish Date: \_\_\_\_\_

### Visit Leader

Name: \_\_\_\_\_

Contact details: \_\_\_\_\_  
(email and mobile)

### Activity Leader(s)

Name: \_\_\_\_\_

Contact details: \_\_\_\_\_  
(mobile)

### Head of Establishment

Name: \_\_\_\_\_

Contact details: \_\_\_\_\_  
(mobile)

### Moray Council

Name: \_\_\_\_\_

Contact details: \_\_\_\_\_  
or: \_\_\_\_\_

## Check List

- Do you have a copy of the excursion plan?
- Do you have emergency contact details for Parents/Guardians, Head of Establishment and Emergency Services?   
(Parent/Guardian details come from Parental Consent Forms carried by the supervisor.)
- Do you know Base Contact protocols?   
These are to be agreed with the Visit Leader before the start of the excursion and are to include the following:

**Confirmation of Start and Finish.** How will the Visit Leader confirm that the team have begun activities?  
How will the Visit Leader confirm that activities are safely concluded?

**Frequency of Routine Communication.** How often does the Visit Leader plan to make regular contact?  
This will depend on the experience of the team, the expedition location and mobile phone reception.

**What actions are required if Visit Leader does not make contact.** Remember the most likely reason for lack of contact will be lack of mobile phone coverage.

**Action in the event of minor incidents.** What response will the Visit Leader need in the event of a minor incident that requires one or more participants to leave the expedition? For example; poor weather, a young person wanting to go home, minor injuries or the team due to finish early.

**Emergency Procedure.** How will the supervisor or the team make contact in the event of a major incident or accident?

What actions do you need to take?

Who else do you need to contact? For example parents/guardians may need to be contacted to collect participants from an alternate location if the expedition is abandoned for poor weather.

Refer to the **Incident Response Card** (attached) for specific details.

# Base Contact Incident Response Card

## Accident procedure

On being informed of an incident or accident, keep calm and follow the procedure below.

1. Gather the following information:

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Person Reporting the Incident:** \_\_\_\_\_

**Nature of Incident:** \_\_\_\_\_  
\_\_\_\_\_

**Numbers Involved (Adults):** \_\_\_\_\_ **(Young People):** \_\_\_\_\_

**Location of Visit or Activity Leader:** \_\_\_\_\_

**Location of Team:** \_\_\_\_\_

**Contact Details:** \_\_\_\_\_

(How do you get back in contact with the Leader/Team)

**What Action has been Taken?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What Action does the Leader/Team Plan to Take?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What Response is Requested?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are Emergency Services Required?** \_\_\_\_\_

**Have Emergency Services been Contacted?** \_\_\_\_\_

**Name(s) of Injured persons:** \_\_\_\_\_  
\_\_\_\_\_

**Nature of Injuries:** \_\_\_\_\_

**How is the Rest of Team?** \_\_\_\_\_

2. Contact the Emergency Services if required.
3. Contact the Head of Establishment and inform them of the incident.
4. Contact the Moray Council named contact as soon as practicable (via e-mail if out of office hours).
5. In the event of a minor incident requiring one or two young people to be collected by a parent or carer, and you have been asked to by the supervisor, contact the person detailed on the consent forms.

**Note: In the event of an incident serious involving an Injury or requiring Emergency Services it is the responsibility of the Head of Establishment to contact the parent/carers. Please do not make contact with them yourself.**

**BASE CONTACT PLAN**

**Routine Communications Plan**

Event	Time	Comms Agreed	Action if Comms not Received	Comms Received
Start				
Check Point 1				
Check Point 2				
Check Point 3				
Finish				

**Lost/Late Arrival Plan**

**Supervisor's Plan**

Team overdue +1:00	
Team overdue +2:00	

**Team's Plan (as briefed)**

Team overdue +1:00	
Team overdue +2:00	

**Emergency Contact Plan**

How the supervisor or team plan to make contact in an incident or emergency. Including known phone blackspots, pre-arranged meeting points etc.

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**Emergency Procedures**

See Base Contact Incident Response Card and Moray Council Emergency Response Card. Participants should carry a copy of the [DofE Expedition Emergency Card](#)  
Actions required by the Base Contact and the Visit Leader.

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**Supervision Plan**

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**Safety Vehicle Plan (if available)**

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## Excursion Emergency Contact Details

EXCURSION DATES		EXCURSION NAME				
Participants Name	Telephone	E-mail	Parent/Guardian	Address	Telephone	Medical Notes