**The Duke of Edinburgh’s Award**

**Base Contact Check List**

**Expedition Details**

**Group Name: Level Gold/Silver/Bronze** (delete as applicable)

 **Practise/Qualifier Expedition** (delete as applicable)

**Expedition Area:**

**Expedition Start Date: Expedition Finish Date:**

**Expedition Supervisor**

**Name: Contact details:**

(email and mobile)

**Expedition Assessor**

**Name: Contact details:**

**Assessor ID number**  (mobile)

**Head of Establishment**

**Name: Contact details:**

 (mobile)

**Moray Council**

**Name: Contact details:**

 **or:** 01343 813 614 / dofemoray@moray.gov.uk

**Check List**

* **Do you have coloured copies of maps with the route highlighted and route cards?** 🞏
* **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 expedition supervisor before the start of the expedition and are to include the following:

**Confirmation of Start and Finish.** How will the supervisor confirm that the expedition team have begun the expedition? How will the supervisor confirm the expedition is safely concluded?

**Frequency of Routine Communication.** How often will the supervisor 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 supervisor 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 supervisor 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 arrive at the 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 **Emergency Response Card** (attached) for specific details.

Base Contact Emergency 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 Supervisor:**

**Location of Team:**

**Contact Details:**

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

**What Action has been Taken?**

**What Action does Supervisor/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/carer.** 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  |  |  |  |  |
| Camp 1 |  |  |  |  |
| Camp 2 |  |  |  |  |
| Camp 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.

|  |
| --- |
|  |

**Emergency Procedures**

See Base Contact Emergency Response Card.

Participants should carry a copy of the [DofE Expedition Emergency Card](https://www.dofe.org/wp-content/uploads/2017/11/Expedition_Safety_Card_A4-5.pdf)

Actions required by the Base Contact and the Supervisor.

|  |
| --- |
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**Supervision Plan**

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**Safety Vehicle Plan** (if available)

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**The Duke of Edinburgh’s Award**

**Expedition Emergency Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPEDITION DATES**  |  | **EXPEDITION NAME**  |  |
| **Participants Name** | **Telephone** | **E-mail** | **Parent/Guardian** | **Address** | **Telephone** | **Medical Notes** |
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