



Scouts Australia NSW
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ACTIVITY NOTIFICATION FORM
PART III - ACTIVITY & RESCUE INFORMATION
 (To be completed by Activity Coordinator
 and returned to parties listed on page 4)

ACTIVITY DETAILS

ACTIVITY: _____
 GROUP/FORMATION: _____
 LOCATION: _____
 Map Name: _____ Map Date: _____ Map Reference: _____

ROUTE DETAILS - IF INSUFFICIENT SPACE ATTACH FURTHER DETAILS

PROPOSED ROUTE (include dates, overnight stops etc.)

ALTERNATIVE ROUTES / VARIATION / ESCAPE ROUTES

RESCUE INFORMATION

Vehicles left at: _____
 Registration Numbers: _____
 Nearest Police Station: _____
 NSW Scout Region (where activity will be held): _____
 Method of Transport: _____
 Leaving Time: _____ Date: _____
 Returning Time: _____ Date: _____
 Rescue Call Time: _____ Date: _____
 Name of Activity Coordinator: _____ Phone: _____ Mobile: _____
 Address: _____

Has the Activity Coordinator read relevant Branch Policies? Yes No
 Certificate Required? Yes No Held By: _____
 Permits Obtained (e.g. NPWS, Forests NSW) Yes No Not Required

EQUIPMENT (Tick items required)

- | | | | |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Tents | <input type="checkbox"/> _____ Days Food | <input type="checkbox"/> GPS | <input type="checkbox"/> Other (Attach List) |
| <input type="checkbox"/> Waterproof Jackets | <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Whistle | |
| <input type="checkbox"/> Sleeping Bags | <input type="checkbox"/> Matches | <input type="checkbox"/> Rescue Sheet | |
| <input type="checkbox"/> PLB | <input type="checkbox"/> Map & Compass | <input type="checkbox"/> Mirror | |

ACTIVITY NOTIFICATION FORM PART III - ACTIVITY & RESCUE INFORMATION (continued)
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PARTICIPANTS - IF INSUFFICIENT SPACE ATTACH LIST

Member No. (If known)	Name	Address	Telephone

If you cannot provide all the participants' names before lodging this E1 then ensure a full list (with changes) arrives with the appropriate people **before the commencement of the activity.**

IN CASE OF EMERGENCY - ALARM: EMERGENCY OR OVERDUE ALARM WILL BE RAISED BY THE FIRST EMERGENCY CONTACT
FIRST EMERGENCY CONTACT

Name: _____ Phone: _____ Mobile: _____
 Address: _____

SECOND EMERGENCY CONTACT

Name: _____ Phone: _____ Mobile: _____
 Address: _____

LOCAL ACTIVITY COORDINATOR - (LAC) Where the activity is to be held.

Name: _____ Phone: _____ Mobile: _____
 Address: _____

I acknowledge that as the Activity Coordinator:
 I am responsible for this Activity

- Managing overdue party, keeping members safe.
- If possible, advise transport providers / Emergency Contacts of revised arrangements.
- Ultimately prepares incident report; Delegates someone to notify ALL Parents of overdue status.
- Notify any changes to all involved.

 (Signature of Activity Coordinator)

 (Date)

I acknowledge that as the First Emergency Contact
 I am available to act as the First Emergency Contact
 I will remain available, especially around finishing time

- Raises alarm if assistance required.
- Advises Local Activity Coordinator Party is overdue.

 (Signature of First Emergency Contact)

 (Date)

COPIES SENT TO - 14 DAYS PRIOR TO ACTIVITY (TICK WHERE SENT)

- | | | |
|--|--|--|
| <input type="checkbox"/> Emergency Contacts | <input type="checkbox"/> Appropriate Commissioner at Region level | <input type="checkbox"/> Local Authority (e.g. Police) |
| <input type="checkbox"/> Group Leader/Leader in Charge | <input type="checkbox"/> Regional Office in Locality of Activity or Local Activity Coordinator (LAC) | |

NSW STATE ACTIVITY POLICIES - FOR UPDATES CHECK www.nsw.scouts.com.au

NSW Activities Policies that may apply to this Activity (Tick those relevant)

<input type="checkbox"/> Accommodation Policy	<input type="checkbox"/> Bushwalking Policy	<input type="checkbox"/> Rock Related Activities Policy
<input type="checkbox"/> Activity Centre Policy	<input type="checkbox"/> Environmental Policy	<input type="checkbox"/> Water Activities Policy
<input type="checkbox"/> Activity Notification Policy	<input type="checkbox"/> Flying Policy	
<input type="checkbox"/> Alpine Activity Policy	<input type="checkbox"/> Flying Fox Policy	