

Information for Base Contact

It is a vital link in the safety management chain that the Base Contact Person has sufficient information to enable him/her to respond promptly and appropriately in case of emergency or simply to changes of plan or significantly delayed return.

Below is a check list of information that should be passed to the Base Contact prior to departure. Hard copies should be accessible, and due care taken to ensure no breaches of GDPR occur. Each specific excursion may demand additional items to be checked and made readily available.

ITEM	Confirmed by Name	Date
Excursion Evolve ID Number		
Names of Participants		
Names and contact details of parents/ guardians		
Names and contact details for emergency contact if different		
Details of itinerary: Locations, dates and expected timings		
Travel details including flight numbers and/or coach company details		
Contact details for other contracted providers		
Group accommodation details		
24 hr contact details for party leader or other delegated staff member		
Copies of medical information		
Copies of parental consent forms		
Copies of risk assessments		