

# 1st Hungerford Scout Group - Home Contact Information Forms

**Make sure that the information on this page is complete before the party leaves**

## **HOW DO I CONTACT THE PARTY?**

Where is the activity base? .....

Who should I contact at the activity? (give two names) .....

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Contact address for activity (if applicable) .....

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Telephone numbers (evening) ..... (day) .....

Outline of proposed activity .....

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Other relevant Information .....

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For overseas travel, if medical treatment or repatriation is necessary:

Name of Insurance Company .....

Policy Number .....

Contact telephone number .....

Other relevant information .....

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is complete before the party leaves**

**WHO TO CONTACT IN SCOUTING LOCALLY**

- **IF AN INCIDENT HAPPENS YOU SHOULD CONTACT THE SCOUTS LOCALLY:**

**First Choice** (normally the Home Contact, if not then Group Scout Leader)

Name .....

Telephone Number(s) .....

Scout Appointment .....

If the first choice is not available you should contact:

**Second Choice** (normally the District Commissioner or District Secretary)

Name .....

Telephone Number(s) .....

Scout Appointment .....

- **TELL THE ABOVE PERSON ABOUT THE INCIDENT.**
  
- **SHOULD THE ABOVE NOT BE CONTACTABLE YOU SHOULD TELEPHONE SCOUT HEADQUARTERS – 0845 300 1818 & ASK FOR DUTY PRESS OFFICER (OUT OF HOURS PHONE 020 7590 6900)**

## EMERGENCIES - STEP-BY-STEP GUIDE FOR THE HOME CONTACT

When informed of an incident, the Home Contact should carry out the following:

- o **Stay calm!** Remember the person contacting you may be suffering from shock. Do not panic yourself, listen carefully and give assurance.
- o Record all the relevant information (page 10).
- o Maintain a log of actions, telephone calls made or received, together with timings.
- o Contact your home (local) Scout organisation (page 8). If you cannot speak with either of these choices do not delay if matters are urgent: contact the relevant National Scout Headquarters (page 3).
- o In the case of a serious accident which involves the loss of life, the prospect of loss of life (for example a party missing in mountainous or cave areas or at sea) or serious injury (paralysis, etc) the Public Relations Officer at National Scout Headquarters (see page 3) must be informed.
- o Remain available to liaise with all those involved, both in the area of the incident and the next of kin, until you are relieved or the situation is resolved.

**INFORMATION TO BE RECORDED WHEN YOU RECEIVE A TELEPHONE CALL**

Name of caller .....

Where is the caller? (Location and grid reference) .....

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Telephone number of caller (or how to contact them) .....

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What has happened? .....

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Where has it happened? (Location and grid reference) .....

Who is involved? .....

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Is everyone else all right? .....

Have you called for assistance? .....

If yes, who? (Fire/Police/Ambulance/Coastguard/Mountain Rescue/Cave Rescue) .....

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What does the caller want you to do, if anything? .....

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Is there anything else? .....

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How long will you be at this number? (Encourage them to stay there) .....

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