



New South Wales
 Level 1, Quad 3
 102 Bennelong Road
 HOMEBUSH BAY NSW 2127
 P O Box 125
 LIDCOMBE (PO) NSW 1825
 Phone: 02 9735 9000
 Fax: 02 9735 9001

ACTIVITY NOTIFICATION FORM
PART I PARENTS' ADVICE
 (To be completed for members under 18)

e-mail: info@nsw.scouts.com.au

ACTIVITY Scouting Sunrise
 FORMATION 1st Lane Cove Cub Scouts
 LOCATION Sydney Opera House Forecourt
 LEAVING TIME 6:45 AM DATE Wed, 1 August 2007 PLACE Bus Stop - Lane Cove P.O.
 RETURNING TIME 10:30 AM DATE Wed, 1 August 2007 PLACE School
 Name of Activity Leader Carolyn Mc Gregor Phone (0410) 595584
 Method of transport to and from Bus
 Cost \$ 3.80 payable to Leaders by (date) Wed, 1 August 2007

ADDITIONAL DETAILS
Meet at Lane Cove P.O. bus stop (Don't be late or you'll miss the bus!) Return bus fare = \$3.80 (plus small Amount of cash for drink/snack on the way back) Wear full Cub Scout Uniform

EMERGENCY CONTACT
 If you feel that your child is overdue in returning from the activity, you should contact:
Paul Mc Gregor Home Phone (02) 9428 4061 Mobile (0415) 448804

The activity will will not be under direct adult supervision
 The activity will will not involve both male and female youth members
 Both male and female will will not be present

PARENTS - PLEASE KEEP THE ABOVE FOR REFERENCE

✕ -----
ACTIVITY REPLY: To be returned to the Section Leader by _____ whether or not your child is attending

CHILD'S NAME _____ MEMBERSHIP NO
 ADDRESS _____
 SCOUT GROUP _____

Will be Will Not be ATTENDING THE Scouting Sunrise

ORGANISED BY 1st Lane Cove Cub Scouts

FROM 6:45 AM (time) Wed, 1 August 2007 (date) TO 10:30 (time) Wed, 1 August 2007 (date)

PARENT CONSENT (TO BE COMPLETED IF CHILD ATTENDING ACTIVITY) I consent to my child's participation in:
 swimming activities water/boating activities flying activities (if applicable)

AGE of CHILD _____ Years Can he or she swim? _____

HEALTH / FITNESS ASPECTS OF YOUTH MEMBER THAT MAY REQUIRE SPECIAL ATTENTION, INCLUDING ALLERGIES

MEDICARE NUMBER EXPIRY DATE ____ / ____

OTHER HEALTH FUND _____

IN CASE OF EMERGENCY CONTACT _____ TELEPHONE () _____

If you have any questions please contact: _____ On: _____

I/we acknowledge that this activity will involve inherent and obvious risks. I/we authorise any officer, member or servant of The Scout Association of Australia, New South Wales Branch, in the event of any accident or illness to obtain such urgent medical assistance or treatment for the above named youth member, including the administration of any anaesthetic or blood transfusion as he or she may consider expedient and for this purpose to engage any first aiders, ambulance officers, doctors, dentists, nursing assistance or hospital accommodation and in this event I agree to pay the said Association on demand all such doctors', dentists', nurses', ambulance and hospital fees (other than fees and expenses recoverable by the said Association under any policy of insurance).

Signed: _____ Print Name _____ Date _____



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**ACTIVITY NOTIFICATION FORM
 PART II ACTIVITY & RESCUE INFORMATION**

(To be completed for all overnight and all air/alpine/rock related/water or other potentially dangerous activities)

Formation **1st Lane Cove Cub Scouts**

Activity **Scouting Sunrise**

Location of Activity **Sydney Opera House Forecourt**

Map Name Map Date Map Ref

PROPOSED ROUTE (include dates, overnight stops etc)

ALTERNATIVE ROUTES/VARIATION/ESCAPE ROUTE

Vehicles left at
 Registration Numbers
 Nearest Police Station

NSW Scout Region (where activity will be held)

Method of Transport **Bus**

Leaving Time **6:45 AM** Date **Wed, 1 August 2007**

Returning Time **10:30 AM** Date **Wed, 1 August 2007**

Rescue Call Time Date

Number Attending Youth Leaders Others Total **0**

Name of Activity Leader **Carolyn Mc Gregor** Phone **(0410) 595584**

Address

Has Activity Leader read relevant Branch Policies? Yes No

Certificate Required ? Yes No Held by

Permits Obtained ? (e.g. Water Board) Yes No Not Required

Equipment

- | | | |
|---|--|---|
| <input type="checkbox"/> Tents | <input type="checkbox"/> Day's _____ | <input type="checkbox"/> Map & compass |
| <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"/> Other (list) _____ |
| <input type="checkbox"/> EPIRB | <input type="checkbox"/> Map & compass | |

Other useful information (e.g. experience, medical condition etc) should be attached where necessary.

PARTICIPANTS

Attach list of participants to copies of form left with Home Leader, local authority and LAC.



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**ACTIVITY NOTIFICATION FORM
PART III OVERDUE PARTIES PROCEDURES**

Activity Leader

- Manages overdue party, keeping members safe;
- Raises alarm if assistance is required;
- If possible, advises transport providers/Home Leader of revised arrangements;
- Ultimately prepares incident report.

Transport Providers

- Remain on site or at location as designated by Emergency Services
- Maintain liaison with Home Leader and Local Area Coordinator(LAC)
- Assist emergency services as required.

Home Leader (Emergency Contact)

- Remains available, especially around finishing time;
- Receives information from Activity Leader, LAC or transport providers that party is overdue;
- Advises LAC that Party is overdue
- Delegates somebody to notify all parents/ partners of overdue status.

Local Area Coordinator

- Tries to contact Activity Leader and then the Transport Providers if no confirmation has been received within 1 hour of intended pickup.
- Ensures NO ONE goes into the field looking for missing party.
- If no contact has been made after 3 hours liaise with Police Service. (Note: Police in some areas will not respond until after 6 hours overdue)

Chief Executive

- Provides a report to the Scoutsafe Committee and any other committee he deems necessary.

- Notifies State Office on (02)9735 9000 (a message will direct to the Duty Officer) and Home Leader.
- Remains available to liaise with all parties.
- Notifies Home Leader and State Office of all clear.

Police Service

- Manages search and rescue operations; and
- Liaises with other parties as required.

State Office Duty Officer

- Notifies Regional Commissioners of host and home Regions.
- Notifies State Commissioner (Members Support);
- Notifies Chief Commissioner;
- Maintains liaison with LAC and Home Leader;
- Liaises with the media or refers to the Chief Executive or Communications and Development Manager.
- Notifies the above when advised of the all clear.
- Ensures that the relevant Branch Section Commissioners are advised in due course.

Regional Commissioners of Host and Home Regions

- Notify host DC and discuss suitability of local support services within Scouting.
- Maintain a watching brief until receiving the all-clear.
- Home Regional Commissioner arranges a debrief with party members and other key personnel at an appropriate early time, and commissions a report if deemed necessary which is distributed to the Chief Commissioner and Chief Executive.
- Home Regional Commissioner initiates any further follow-up action that may be needed, and monitors progress.