DATA PROTECTION: This form is used to collect information about you and your participants for the purpose of providing information in case of an emergancy, this is to be used by your Commissioner and anyone involved in your InTouch system. We do not share your personal data provided in this form with any third parties. The data provided in this form is stored securely using local systems. We take your personal data privacy seriously. We will keep the data we capture from this form, in line with the Scout’s Data Retention Policy and it will be securely disposed of six months after the event.

|  |  |
| --- | --- |
| **Name of cave/ pothole/ mine** |       |
|  |
| **Grid reference (Include area prefix)** |       |
| Date of exploration |       |
| Estimated time of entry into system |       | Estimated time of return to vehicle: |       |
|  |  |
| **Leader** |  |
|  |
| **Assistant leader** |       |
|  |
| **Group members** |  |
|  |
| **Location of parked vehicle** |       | **Grid ref:** |       |
| **Vehicle registration number** |       |
| **Surface route to cave** |       |
| **Underground route details (Must include furthest point to be explored along with proposed route)** |       |

Equipment carried by cave party: (Quantity carried if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| First Aid | Survival Bags | Emergency Rations | Other      |
| Ladders | Ropes | SRT Kits |
| Emergency lighting (type and condition) |       |
| Type of clothing worn by caving party |       |
| **Level of experience of party**  | **Novice** | **Intermediate** | **Experianced** |

**Emergency procedures**

**This must be completed in addition to putting in place an InTouch system following POR 9.3**

In the event of the party not reporting back as arranged, or by …………hours, the following procedures should be followed:

Responsible Person:

* **Contact the Police and ask for Cave Rescue in the Caving Region**.
* Inform Police/Cave Rescue Co-ordinator and give the details listed on reverse.
* Follow the InTouch system that has been put in place.
* Remain by the Telephone and await contact by the Party Leader or Police/Cave Rescue.

|  |  |
| --- | --- |
| **InTouch system** |                 |

In the event of being informed that Cave Rescue has been called the following procedures should be followed:

• Inform all the relatives of the situation, bearing in mind that calling Cave Rescue does not constitute a major underground incident.

• Keep relatives abreast of the situation as information is received.

• Inform The Scout Association.

• Continue following your InTouch system

Useful telephone numbers:

|  |  |  |
| --- | --- | --- |
| **Name** | **Telephone number** | **Remarks** |
| Scout headquarters | 0345 300 1818  | Duty Media Officer – UK HQ |
| 020 8433 7100  |
| 01383 419073 (Office Hours) | Duty Officer – Scotland HQ |
| 028 9049 2829 (Office Hours) | Duty Officer – Northern Ireland |
| 07973 301 195 (Outside Hours) |
| District sommissioner |       |       |
| Group scout leader |       |       |

Please Note:

* One copy should be left with the ‘Responsible Person’
* If possible, your InTouch system should plan for one to be left with someone not involved in the activity.