



EDUCATION & LEISURE SERVICES  
**EMERGENCY CONTACT INFORMATION EX D4**  
**When off Orkney under 18s MUST have a Carry Card**

FORM EX D4  
WHITE 2 sides  
Side 1 of 2

1 Establishment:

2 Visit Outline:

3 Excursion Leader's name:

Home Address:

Home number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

4 Departure: Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Return: Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

5 Numbers: Adults \_\_\_\_\_ Under 18s \_\_\_\_\_ Total: \_\_\_\_\_

7 The emergency contact list for everyone in the party, including leaders, is complete.

Yes

8 Home-base contact A:

Home number: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile number: \_\_\_\_\_

8 Home-base contact B:

Home number: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile number: \_\_\_\_\_

9 Travel Companies:

Telephone numbers:

Contact name:

10 Accommodation:

Telephone number(s):

Contact name(s):

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12 Insurance Details:

Policy Number:

Contact Telephone Numbers:

13 Local Emergency Assistance: (*Embassy, Hospitals, Doctor, Breakdown, Police etc.*)

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

**NHS 24**

**08454 24 24 24**

14 Other relevant emergency information:

**15 The Service**

If you cannot speak to the Home Contact then you must then telephone Education & Leisure Services (**01856 873535**). If the offices are closed then contact can be made with any one of the following Service Officers (obtain numbers from office):

Mr. W L Manson, Director of Education

Mrs Karen Greaves, Acting Assistant Director

Mr. P Diamond, Assistant Director

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- Take with you a copy of the Department's SERIOUS ACCIDENT PROCEDURES DOCUMENT (FORM EX D8). If away from Orkney or 'remote', take FORM EX D9 as well.
- Make no statements to the press or media. Brief for, and regulate, the use of party mobile telephones.
- Compile and collate written incident details as soon as possible.

Checked by the Excursion Leader  
Sign and date