

BSA Troop/Venturing Crew _____

Name of Trip: _____

Trip Information

Dates: Departure _____ Return _____

Location: _____

Activities Planned: _____

Trip Leader: _____

Assistant Trip Leader: _____

Other adults who plan to participate:

Itinerary: _____

Participants:

Activity Participant	Adult(A)/ Youth(Y)	Any medical information listed on permission slip or Medical Form?	Name of Family Point of Contact and (relation to participant)	Family POC Phone Numbers

Emergency Contact Information (Name and Phone Numbers (Home/Work/Cell)):

Unit Emergency Point of Contact is (Name) _____ (Phone Numbers) _____

This person will be available by cell phone or by checking voicemail during the trip duration to serve as primary point of contact for any parents with Scouts on the trip and for the Trip Leader to relay information to the parents.

Local (at trip destination) Contact: (Name) _____ (Phone Numbers) _____

State or Federal Park HQ: (Name) _____ (Phone Numbers) _____

Emergency Dispatch for all Maryland DNR Parks/Forests 1-800-825-PARK

Doctor/Hospital/Clinic near local area: (Name of the facility) _____ (Phone Numbers) _____

County Sheriff's Department: (Name) _____ (Phone Numbers) _____

State Highway Patrol/Police: (Name) _____ (Phone Numbers) _____

Baltimore Area Council Service Center: Ph: 443-573- 2500, 701 Wyman Park Drive, Baltimore, MD 21211
Senior District Executive (Baltimore Area Council) – Mr.Michael Fitzpatrick, W: 443-573-2537, F: 443-573-2637

Contact the Council in case of:

1. *A death or serious injury or illness* – contact a Council representative as soon as possible. After hours contact Senior District Executive on his cell phone. A serious injury or illness is defined as: (1) Any period of unconsciousness; (2) Any hospital inpatient admission; or (3) Any surgical intervention other than suturing of the skin or setting of simple fractures.
2. *Any accident that might result in a accident/injury policy claim* – contact Council the next business day.

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Things to do:

- Review BSA Guide to Safe Scouting for the activity planned.
- Contact Land Manager responsible for area selected for travel and camping to review local Leave No Trace rules and requirements for Wilderness Permits/Group Camping Permits/Fire Permits and any fees. If itinerary includes passing through any private land then contact land owner.
- Send information packet to parents and participants.
- Post signup sheet and have SPL announce the trip at Troop meetings.
- Organize Youth and Adult leadership and ensure everyone knows their roles and responsibilities. Ensure proper number of registered and qualified (Safe Swim Defense/Safety Afloat/First Aid/CPR/etc....) adults are signed up for the trip and designate backups in case a critical person has to cancel at the last minute.
- Conduct safety briefings and Scout-led instruction as required.
- Send permission form to parents of Scouts who plan to attend.
- Submit Tour Permit (attached approved tour permit to this form).
- Determine who will be the Troop Committee (Local) point of contact for parents.
- Complete Emergency Plan with Contact Nrs. (attached).
- Send final notice to parents with itinerary, the Troop Committee point of contact, weather forecast, and any safety reminders.