

Manchester Cycling Academy



Base Contact & Late Back Procedure

Introduction

Manchester Cycling Academy recognises that cycling (Road, Mountain Bike, Trail, Cyclocross) is an activity with danger of personal injury and death. This document identifies the key information to be provided by the Group Leader to aid others in locating the group if they are 'late back' beyond the 'Emergency Action Time' given below.

Base Contact Information

A topographical map with the route and direction of travel marked on it should be provided with this form.

Grid reference of start/finish point:

<i>letters</i> <i>numbers</i>

Registration plate of Leaders/group vehicle if used:

--

Names	Contact number	Medical information	Other
1.			Group Leader
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

12.			
13.			

What is the outline plan for the day?	
---------------------------------------	--

What First Aid/Safety Equipment have the group taken with them?	
---	--

Time out	Time back	Emergency Action Time (=time back + x mins)

Notes:

1. See attached map for detailed route information.

Emergency and late back procedure:

Please follow the procedure below if the group does not inform you of their return by the *emergency action time*.

1. Call the group leader and other named adults on the list.
2. Additional advice may be obtained from:
 - *Insert name & phone number here*
 - *Insert name & phone number here*
3. Contact any other groups in the area.
4. Contact any other group contacts (family, partners etc') who may have details of their whereabouts to confirm if returned.
5. Finally call the emergency services on 999 or 112 and request Police.