**WELLINGTON TRAMPING AND MOUNTAINEERING CLUB**

A picture containing text, clipart

Description automatically generated

**TRIP INTENTIONS SHEET**

**CONFIDENTIAL : OPEN ONLY IN CASE OF EMERGENCY**

------------------------------------------------------- Fold Here ----------------------------------------------------------

| **Trip Name:** | |  | | | **Date:** |  | | **PLB ID:** | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Member Y/N | | | Name | Punter’s personal phone number | | Punter’s Emergency contact number | | Known medical conditions  and any medication | |
| Leader |  | | |  |  | |  | |  | |
| 2 |  | | |  |  | |  | |  | |
| 3 |  | | |  |  | |  | |  | |
| 4 |  | | |  |  | |  | |  | |
| 5 |  | | |  |  | |  | |  | |
| 6 |  | | |  |  | |  | |  | |
| 7 |  | | |  |  | |  | |  | |
| 8 |  | | |  |  | |  | |  | |
| 9 |  | | |  |  | |  | |  | |
| 10 |  | | |  |  | |  | |  | |
| 11 |  | | |  |  | |  | |  | |
| 12 |  | | |  |  | |  | |  | |

| Trip Leader contact details: |  | Vehicle registration: |  |
| --- | --- | --- | --- |
| Club emergency contact details: |  | Where vehicle will be parked: |  |
| Trip Plan: | **Planned route**:  **Plan B**: | | |
| Expected time out: |  | Time when alarm should be raised (i.e. call 111): |  |

**Instructions**

**Before the Trip**

* Complete this form and e-mail to the Club emergency contact person by 5pm two days before departure.
* Ask each member of your party to give the Club emergency contact details to their own personal emergency contact. The personal contact can call the Club contact if they have any concerns.
* Make sure you update the emergency contact person with last minute plan changes or delays
* Leave a copy in your transport vehicle at the road end. But please make sure the copy you leave has no confidential information showing such as medical conditions. (Staple or tape a folded copy closed or put in an envelope).
* Take a copy with you

**During the Trip**

* Fill in hut logbooks with intentions on route, even huts passed through but not slept in - this creates a paper trail should a search occur.
* If there is a serious emergency, and you have cell-phone reception, dial 111. Do this before setting off the PLB.
* If possible, contact the Club emergency contact after you have spoken with emergency services.

**After the Trip**

* Advise the contact person as soon as possible that you have safely completed your trip
* Attempt to notify the contact if you have been delayed
* Remove your sheet from the vehicle
* NB: If you do not return from your trip the contact person will speak with the club SAR advisors who will decide on the best course of action.

Most important of all have a safe and enjoyable trip!

PLB : Information

| PLB | Serial Numbers | Battery Expiry Date | Battery Checked |
| --- | --- | --- | --- |
| A | 400E584A0EFFBFF/ 1212272759 | 05/2028 | 01/07/2021 |
| B | 400E58525CFFBFF/1310291875 | 05/2028 | 01/06/2021 |
| C | 400E976974FFBFF/2104389002 | 08/2028 | 01/06/2021 |
| D | 400E88AFDAFFBFF/1702360722 | 12/2024 | 23/09/2020 |
| E | 400E5853E4FFBFF/1311292780 | 04/2028 | 01/06/2021 |
| F | 400E79F8B8FFBFF/220\_597366 | 02/2028 | 23/10/2021 |
| G | 400E83988AFFBFF/ 220\_601438 | 07/2022 | 23/09/2020 |

V2022-1