

Journey Planning Sheet for xxxxxx

Leader		Contact no	
Assistant		Contact No	
Participants		Emergency contact details	
Land based contact		Contact No	

Date of journey		Start time		Finish Time	
Description of Journey					
Meeting point <i>(inc Grid Reference and Post Code)</i>					
Access point <i>(inc Grid Reference)</i>		Egress point <i>(inc Grid Reference)</i>			
Shuttle Details as appropriate					
Evacuation points <i>(Mark on map)</i>					
Nearest hospital		Contact No			

Significant potential dangers:	See risk assessment
Bad weather Alternatives	Alternative access and egress points
Weather report :	Wind (speed/ direction) Temperature Sunset
River levels / Tides <i>(if applicable)</i>	