



Emergency Contact & Action Template

Complete both pages before the activity. Keep a copy accessible offline. Share only information needed for the emergency plan.

01 / Activity, location & access

Activity / date

Route / venue / coordinates (include coordinate format)

Vehicle access / evacuation access and directions

02 / Verified local contacts

Local rescue / fire service: name and telephone number

Medical facility / ambulance: name and telephone number

Operator / school lead: name and callback number

Contacts checked by / date

112: mobile emergency access. Coverage may be limited. Confirm a local backup plan.

www.saaia.org.za

Published by the South African Adventure Industry Association

General educational guidance. Activity-specific decisions remain the responsibility of the relevant operator and competent personnel.

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Communication & response

Complete alongside page 1. Brief the team on the communication, overdue and evacuation arrangements before departure.

Activity / date (same as page 1)

03 / Communication & escalation

Mobile signal gaps / backup communication arrangements

Expected return / overdue time and responsible person

Overdue action: who does what, and when

Assembly point / evacuation lead and arrangements

04 / When requesting help

Give your location and coordinate format, incident, number affected, patient condition and callback number. Follow dispatcher instructions; keep communication available.

Additional emergency instructions / access notes

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