

**Notification Form for School Outing in Rural Area****在郊區舉行的戶外活動通知書**

To : 受文者：	_____ (District)(區域) (Police Station Divisional Commander) (警署分區指揮官)
From : 發文者：	_____ (School Name) (學校名稱)

**Details of school outing are as follows :**  
**本校舉行戶外活動的詳情，細列如下：**

Nature of outing 活動性質			
Date 日期			
Time 時間	<b>From</b> 由	<b>To</b> 至	(Scheduled time of return) (預計回程時間)
Locality 地點			
Route ◆ 路線	<b>From</b> 由	<b>To</b> 至	
Total number of participants 參加者總數			
Age range of all participants 所有參加者的年齡範圍			
Name and mobile telephone number (if any) of the leader(s) of the outing 領隊姓名及流動電話號碼(如有)			
Name and telephone number of the responsible person * who is not participating 並非參與活動的負責人*姓名及電話號碼：			

( \_\_\_\_\_ )  
Head of School 校長

Note : ◆ A map detailing the route and suitable grid reference is attached.  
註： 隨本通知書夾附有關上述活動的詳細路線圖（設有地圖座標）一份。

\* A responsible person should have ready access to details of next of kin of the participants, e.g. telephone number/address.

負責人須備存學生近親的資料，例如電話號碼地址。

**Sample Proforma for Recording Emergency 緊急事件紀錄樣本**

Name of School: \_\_\_\_\_ 學校名稱: \_\_\_\_\_

1.	Date 日期	
2.	Time 時間	
3.	Nature of Emergency 緊急事件的性質	
4.	Condition of victim(s)/Injured 受害者/傷者的情況	
5.	Brief Particulars of victim(s)/Injured 受害者/傷者的簡單資料 (a) Name(s) 姓名 (b) Sex 性別 (c) Age 年齡 (d) Next-of-kin Phone No.: 近親的聯絡電話	(a) (b) (c) (d)
6.	Location of victim(s)/Injured 受害者/傷者所在位置 e.g.如: Flat Ground 平地 Hill Slope 山坡 Grid Reference 地圖座標 Road 道路 Landmark 地界標誌	
7.	Other Particulars 其他資料	

Name of Recorder

記錄者姓名 : \_\_\_\_\_

Post in School

職位 : \_\_\_\_\_

Signature

簽署 : \_\_\_\_\_

Date

日期 : \_\_\_\_\_

**Sample Report Form on Accident During Outdoor Activities**

1. Occurrence of accident

Date \_\_\_\_\_ Time \_\_\_\_\_

Place \_\_\_\_\_ (record the name of the place, the map grid or distance marker(s) set up by the Agriculture, Fisheries and Conservation Department at every 500 metres distance along the hiking trails.)

2. Particulars of the injured

(i) Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Class \_\_\_\_\_

(ii) Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Class \_\_\_\_\_

3. Activity engaged in at the time of the accident

\_\_\_\_\_

4. Location and engagement of the teacher(s)/instructor(s) at the time of the accident

\_\_\_\_\_

\_\_\_\_\_

5. Description of the accident

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Description of the injury(ies)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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7. Action taken (including application of first aid)

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8. Agencies contacted for help/rescue (Please tick in the appropriate box)

		Notification time and informant	Arrival time
Ambulance	<input type="checkbox"/>	_____	_____
Police	<input type="checkbox"/>	_____	_____
Other (please specify)		_____	_____

Action taken by the above party after arrival

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9. Parent(s)/next of kin notified \* Yes  No

(\* Please tick in the appropriate box)

Notification time	Arrival time
_____	_____
Name _____	Relationship _____

Action taken by parent(s)/next of kin

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10. Remarks \_\_\_\_\_

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11. Reporting person(s)

(i) \_\_\_\_\_  
(Name in Block Letters) (Post) (Signature)

(ii) \_\_\_\_\_  
(Name in Block Letters) (Post) (Signature)

Date \_\_\_\_\_