

Overnight Camp Business Guide

Emergency accountability sheet

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Event and time

Details

Current roster version

Version

Participants accounted for

Names checked

Staff and visitors

Names checked

Known off-site people

Details

Unaccounted people

Immediate escalation

Assembly or relocation point

Place

Emergency contact and instructions

Record

Family communication owner

Name

Use the approved emergency plan. Never let form-filling delay urgent action.