**3. EOTC Standard Operating Procedures**

# Blue text is an example only, edit to match the requirements of each event or activity

# Day Tramp

**Prior to leaving**

**In lessons cover:**

Knowledge of clothing: layering, outer shell and fabric

Food and water: frequent snacks, need for hydrating, advantages of hot food and drinks, calorie intake

Boots: fit, prevention and treatment of blisters

Leave No Trace code

Navigation using major geographical features

Navigation using map and compass

How to pack a tramping pack

What to do if lost

Check:

* Clothing and Footwear check
* Personal medication packed (where it is located in pack and instructions)
* Weather forecast
* DOC Track Alerts

**Major hazards to monitor**

* River crossings – drowning
* Temperature – hyperthermia or hypothermia and sunburn
* Wasp/bee stings - allergic reactions
* Medical Emergencies – asthma

**Standard Operating Procedures**

* Leadership and supervision structure discussed and agreed
* Obtain weather forecast and where appropriate river levels
* Tailgate check before leaving vehicles – Got everything?
* Keep group together
* Suitable pace for the whole group
* Stop at known hazards – make sound decisions based on the available information
* Monitor students well-being, including food and water intake
* Monitor weather
* Check personal medication use when needed
* Sunscreen
* Follow Leave No Trace code

**Safety Equipment**

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| --- | --- | --- | --- |
| * First aid kit | * GPS | | * Thermos |
| * Maps and compasses | * Safety pack (includes extra clothes, food, shelter, etc) | | * Cell phone or Mountain radio (check coverage) |
| * Personal Locator Beacon | * Emergency procedures | | * Survival kit |
| **Individual Equipment** | **Group Equipment** | **Leader Equipment** | |
| * Appropriate boots * Woollen socks * Poly top and bottom * Polar fleece or woollen jersey * Woollen hat * Gloves * Sunglasses * Raincoat * Overpants (where appropriate) * Sunscreen * Water bottle * Lunch and snacks | * Group first aid kit per 8 students * Trowels, spare toilet paper, sanitiser * Sufficient shelter for whole group * Water filters | * Mobile Phone, Charged (turned off) * Area Map – surrounding area (Topo50) * Emergency Crisis and response Procedures * Weather map/ forecast * Closed cell foam mat | |

**Specific Site Information**

**FRONT OF MIND (Hazards and risks on the day)**

Bob – allergic to wasp stings

Track Alert –slip at Tom’s bluff

Make sure group is together at the intersection of Leight Hill and Thomas Creek Track

**Event Specific Contacts**

Out of Town Medical Centre 09 434 5060

Instructor 027 744532

**Site/Area Map.**

Draw or paste in a map or photo of your site and note the following if relevant: Access Points, Hazard/out of bounds areas, emergency evacuation points, key locations, locations of landline phones/areas with/without cell reception, emergency service access points and addresses/heli landing area, traffic/parking areas, toilets, water sources, emergency meeting areas, activity areas, drinking water sources, flammable storage areas.

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| Completed by: |  | Date: |  | Approved: |  | Date: |  |