

[EVENT NAME] EOTC Standard Operating Procedures

This form consists of two parts. **Section A** consists of important information to be used in the planning of this type of event. This information has been compiled by the **EOTC Coordinator and/or the staff with the most expertise in the activity** based on a risk assessment and past experiences with this type of event. **Section B** - is to be completed by the event **Person in Charge** to record the important planning details for running this specific activity for their group.

Section A - Planning Information

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
- SunSmart practices
- '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

PRIOR TO DEPARTURE CHECKS

- Clothing, footwear, food and water check
- Weather forecast and decide if appropriate for activity to go ahead
- First aid kit present
- Personal medication - named, dosage specified, and in a waterproof container. Carried by appropriate person
- Wasp hazards
- River levels/swell conditions
- Health information and caregiver contact details (checked and taken on trip)
- Volunteers approved (procedures completed)
- DOC track alerts

ON DEPARTURE CHECKS

- Leave intentions form (including any approved pick-ups from the activity site), at the office in the EOTC box, including updated ākonga list with attendance recorded.
- Sign out in the trip book and on the whiteboard.

MAJOR HAZARDS TO MONITOR

As identified in the risk assessment and supervision form:

- River crossings - drowning
- Temperature - hyperthermia or hypothermia and sunburn
- Wasp/bee stings - allergic reactions
- Medical emergencies - asthma
- Boundaries - lost students
- Exposed track edges and cliffs - serious trauma

OPERATIONAL LIMITS

The following conditions will determine if this event goes ahead as planned

RED - RISK LEVEL UNACCEPTABLE - EVENT WILL BE CANCELLED

Any one or combination of:

- Heavy rain warning in place, rivers in or predicted to flood, gale force winds - windfall danger, unstable slips on route, extreme temperature.
- Insufficient competent staff.

ORANGE - RISK LIKELIHOOD IS ELEVATED - CAREFUL REASSESSMENT REQUIRED

Any one or combination of:

- Heavy rain; high river levels, wet/slippery/windfall route conditions, cold temperatures <5°C
- Unexpected staff changes

Careful reassessment of risks and approval from HOF/EOTC coordinator required to go ahead with event.

GREEN - EVENT CAN PROCEED

Weather and other environmental conditions do not elevate the risk level.

Standard Controls Required

- Leadership and supervision structure discussed and agreed by all those attending
- Obtain weather forecast and where appropriate river levels
- Discussion with ākonga on behavioural expectations, walking and keeping the group together, boundaries, equipment use
- Ākonga who require additional support have a plan and resources to allow them to participate fully
- Tailgate check before leaving vehicles – got everything?
- Ensure first aid kit and medical supplies are taken with person in charge of this
- Administer medication at correct times for ākonga who require this
- Keep group together
- Suitable pace for the whole group
- Stop at known hazards – make sound decisions based on the available information
- Monitor ākonga well-being, including food and water intake
- Sanitise or wash hands before eating
- Monitor weather
- Sunscreen re-applied when necessary
- Regular roll checks
- Follow 'Leave No Trace' code
- Follow the Emergency Response Guide in the case of an incident or emergency.

Safety Equipment

- 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 Response Guide (each scenario laminated, clipped together, and carried in first aid kit)
- Survival kit

Equipment

Individual Equipment	Group Equipment	Leader Equipment
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Group first aid kit per 8 ākonga • Trowels, spare toilet paper, sanitiser • Sufficient shelter for whole group • Water purification system • Survival kit 	<ul style="list-style-type: none"> • Mobile phone, charged (turned off) • Area map – surrounding area (Topo50) • Emergency Response Guide • Weather map/ forecast • Closed cell foam mat • GPS • Safety pack • PLB

Section B - Event Specific Planning

The information below should be submitted for the specific instance of this event.

Event Name	Event Date
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Site, Event and Group Specific Information

Is this event weather dependent? <input type="radio"/> Yes <input type="radio"/> No			
Who will check the weather the week before?	Who will check the weather the day before?	Who will check the weather during the activity?	
If a decision needs to be made regarding the weather, who will make the final decision and what will the process be?			
Contingencies - What are the other options available if this activity is cancelled due to weather or environmental conditions?			

Participants Needing Extra Support

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Route Details

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Key Locations

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Supervision Structure

FRONT OF MIND (management controls in addition to the standard controls required)

Event Specific Contacts

Out of Town Medical Centre	
Instructor	
Parent 1	
Parent 2	

Site Map

INSERT SITE MAP HERE

On Return Checklist

- ☐ All ākonga are counted and confirmed to have returned to school
- ☐ Sign back in in the trip book and wipe trip off the white board
- ☐ Complete any incident reporting required
- ☐ Return First Aid kit and equipment, noting any usage
- ☐ Event Review completed