

# Expedition Manual 2016

**Before you leave home, have you:**

- ✓ Got all of your kit cleaned and packed correctly?
- ✓ Got enough maps and route cards for your group?
- ✓ Got your compass?
- ✓ Got sufficient food and separate emergency rations?
- ✓ Filled your water bottle?
- ✓ Arranged for one fully charged mobile phone to be brought between your group? (it helps if you seal it in a plastic bag before you bring it)
- ✓ Got notepad, pencils, camera etc. to record evidence for your purpose? (assessment only)
- ✓ Given emergency contact details to your parents?

**BRING THIS BOOKLET WITH YOU ON THE EXPEDITION**

Campsite (Practice)

Campsite (Assessment)

**Emergency Mobiles**

*Phone the emergency mobile at 5pm if you have not made it back to let us know where you are (and ONE hour before departure on the last day)*

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# Code of Conduct

All participants must:

1. Respect all requests and requirements made by members of staff supervising the expedition.
2. Behave at all times in a manner which will bring credit to themselves, members of staff and the school.
3. Co-operate with all members of staff and the public in order to make the expedition enjoyable, trouble-free and rewarding.
4. Be considerate to all adults and other students involved in the expedition.
5. Be punctual at all times.
6. Always carry with them the appropriate personal, camping and emergency equipment for the expedition.
7. Take great care when using potentially dangerous equipment, particularly stoves and knives.
8. Never cook in or near a tent and take care with flammable materials.
9. Always stay within sight of their walking group, unless following recognised emergency procedures.
10. Abide by the Countryside Code.
11. Abide by the laws of the country and the requirements and conditions of the Duke of Edinburgh's Award.
12. Avoid making noise or carrying out other behaviours which might cause annoyance to other people (strictly silence on the campsite between 11pm and 6am).
13. Accept personal responsibility for any belongings, including the one designated mobile phone per group for use in emergencies.
14. Not bring or use music players or mobile phones throughout the duration of the expedition.
15. Not make contact with parents/carers without informing a member of staff, unless in the case of extreme emergency.
16. Attend school punctually the following day in correct uniform.
17. Agree that a full report of any misconduct will be communicated to parents and will result in withdrawal from any further expeditions.



1. Follow local signs, advice and access restrictions – don't stray off footpaths or enter private property.
2. Leave gates and property as you find them – always close gates behind you.
3. Litter can be dangerous to wildlife and farm animals - take all rubbish with you.
4. Don't damage or remove rocks, plants or trees - they are homes and food for insects, birds and animals.
5. Wild animals and farm animals can behave unpredictably, especially if they're with their young, so give them plenty of space and stay quiet.

#### **Other important points:**

- **Always walk towards oncoming traffic in single file on roads.**
- **Keep away from the edges of cliffs**
- **Only cross rivers at fords or on stable bridges.**
- **Only cross railway lines on marked crossings.**
- **Never start a fire in the countryside.**
- **Don't contaminate fresh water.**
- **Don't make unnecessary noise that will disturb other people or animals.**

#### **AVOIDING TROUBLE**

- Hazards
  - Stick to your route closely.
  - Be particularly aware when near water, railways, roads, shooting ranges and quarries.
  - Wear plenty of sunblock and a wide-brimmed hat to avoid sunburn/heatstroke. Drink lots of water (little and often) to avoid dehydration.
  - Do not accept lifts from strangers or go into people's homes under any circumstances.
- The weather
  - Check the weather forecasts before you go. Look for signs which will indicate changes in the weather eg. Put on waterproofs when clouds go black.
  - Lightning – Stay away from trees, summits and ridges, sit down on your kip mat/rucksack with your feet off the floor, arms folded in front and tucked in OR get in a tent or minibus if you are at camp.

#### **If you get lost:**

- **Don't panic !!!**
- If you know where you are on the map, plan a new route to your checkpoint
- OR retrace your steps and get back on your route
- OR head for a 'collecting feature' (road, river) or follow a natural feature (eg. A valley, stream) likely to lead to habitation – go downhill, not up!!
- *You won't fail an expedition for getting lost but you have to correct yourself quickly. You will not pass the expedition if you run out of time or energy or can't correct yourselves when lost*

***Phone the emergency mobile at 5pm if you have not made it back to let us know where you are (and ONE hour before departure on the last day)***

# ***Considerate & Careful Camping !!!***

## PITCHING CAMP

- Pitch your tent as soon as you arrive (then collapse afterwards!!). If other members of your group aren't helping with this, get them to fetch some water and start cooking or making cups of tea!!
- Tents must be at least 3m from any other tent.
- Choose a spot that is on flat ground, sheltered from the wind but NOT under a tree. Position the entrance away from the wind.
- Check that pegs will go into the ground easily, and insert them at a 45° angle. Peg out all of the guy ropes in line with the seams.
- There should never be any rubbish on the ground outside your tent – use a black bag for rubbish.
- NO equipment or clothing should be left outside your tent. Keep everything inside or in the porch.
- Make your bed and get out your torch before it gets dark.
- Don't wear boots inside your tent and keep the inside clean and tidy.
- Don't let the inner tent touch the flysheet, otherwise it will get wet and so will you!
- You must be silent between 11pm and 6/7am.
- Always stay on the campsite and don't go to the toilet on your own.

## STRIKING CAMP

- Wipe the bottom of your groundsheet dry before you pack it.
- Tie up guy ropes and shake water off the flysheet before packing the tent away (hang up tents to dry fully as soon as you get home, otherwise they go mouldy).
- Make sure you check your pitch for any litter – it should be spotless!!





### Personal items

- Blister plasters
- Painkillers (for you only)
- Plasters
- Antiseptic wipes/cream
- Insect repellent & suncream
- Antihistamine tablets (for hayfever)

### Group Items (decide who gets what)

- Sterile wound dressings
- Triangular bandage
- Crepe bandage
- Micropore tape
- Safety pins
- Small scissors
- Tweezers
- Disposable plastic gloves
- Anti-histamine cream

**There are also plenty of supplies on the minibus**

### COMMON PROBLEMS

#### Bleeding and cuts

- Clean with antiseptic wipe and cover with a plaster.

#### Blisters

- Wash and carefully dry the area and apply special gel plasters. Don't burst them!!

#### Burns/scalds

- Run under cold water for 2 minutes then submerge for 10 minutes and cover with a sterile dressing.

#### Headaches

- Drink plenty, keep out of the sun, put a cold wet cloth on your head and take painkillers.

#### Splinters

- Clean area with an antiseptic wipe, use tweezers to remove it, then use antiseptic cream and cover with a plaster.

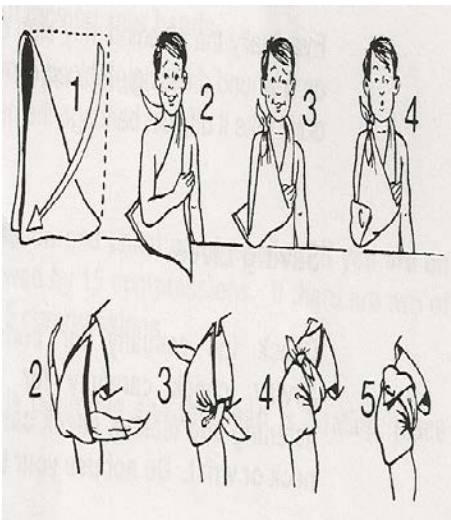
#### Insect bites

- Use antiseptic cream/anti-histamine cream.

#### Sunburn

- Cover up, drink lots and apply Calamine lotion or aftersun

If you ever need to use a triangular bandage...



### THE INTERNATIONAL DISTRESS SIGNAL

**6 long blasts on a whistle or long flashes of a torch – wait one minute and repeat**

**The reply will be 3 whistle blasts or flashes a minute apart  
Keep doing it, even after a reply so you can be located easily**

# What if its more serious ?

## Sprains (probably not a 999 call, unless suspected break or dislocation)

Support the person's weight. If you take off their boot, you might not be able to put it back on due to swelling – you might want to put the whole ankle and boot into a stream.

### **ICER –**

Ice pack or cold wet compress to reduce swelling  
Compression – use a crepe bandage  
Elevate to reduce swelling  
Rest

## Major Burns

Dial 999. Douse affected area in lots of cold water for at least 10 minutes. Don't remove clothing sticking to the burn. Make a clean covering for the burn (plastic bag, sterile triangular bandage). Don't burst any blisters.

## Hypothermia

Look out for fatigue, pale skin, shivering, confusion, irrational or violent behaviour, loss of consciousness (casualties can go into a coma and even die from this)

Find shelter and give them lots of layers of spare dry clothes, insulate from the ground with a kip mat and put them in a sleeping bag (with someone else to warm them up!!). Give sips of hot, sweet drinks then chocolate for energy if they improve. Check the pulse  
DO NOT rub the casualty's skin or give alcohol.

## Dislocations and Breaks

Look for swelling, bruising, bone piercing the skin or deformity.

Check with casualty if in pain, hearing a snap or grating noise.

Immobilise the limb but don't move the casualty (use a sling or splint if you can but really you need training for this)

Do not put them in the recovery position unless absolutely necessary.

NEVER move someone with a suspected fractured spine.

*Do not give food or drink to someone you expect will need anaesthetic*

## Serious bleeding

Apply lots of direct pressure using a wound dressing if possible. You may have to push together the sides of an open wound. Elevate the wound above the level of the heart if possible.

Do not remove a dressing. If blood seeps through, put another dressing on top.

## Shock (due to blood loss)

Look for cold, clammy skin, rapid shallow breathing and blue lips. They may feel sick, faint or weak and dizzy. Their pulse will be fast and weak.

Lie down the casualty and raise their legs at least 25cm, loosen tight clothing and keep them warm with clothing. Do not give food or drink as this might cause vomiting – Call 999.

- If someone gets into trouble or is hurt..... **Don't panic**, stay calm!
- Make sure no one else is at risk and give first aid if needed.
- Prepare a written message (see page 7)
- You must always stay together as a group unless there is an emergency where you need to go for help (TWO people go, the rest stay with the casualty)

## **People staying with the casualty**

- Continue first aid
- Protect yourselves from the weather (flysheets, survival bag)
- Reassure and comfort the casualty
- Make yourselves easily visible
- Be prepared to lead rescuers back

## **People going for help**

- Call for assistance as soon as you have a mobile signal.
- Aim for the nearest road, house, farm etc. to be able to make a call if there is no mobile signal.
- In a serious emergency **CALL 999 FIRST !!!** Then the school mobile/campsite.
- If it's a minor emergency (eg. A sprain) then call the school mobile/campsite, or go back to a checkpoint.
- Wait by the phone for further instructions (don't go back to the group unless told to)

# RESUSCITATION

This is only to save a life and when there is no other option of immediate help.

## • AIRWAY

- Tilt their head back and lift chin to open the airway
- Check the mouth for blood, vomit or obstructions (tongue)
- Remove obstructions with fingers

## • BREATHING

- Pinch nostrils shut. You take a full breath then seal your mouth around the casualty's mouth and blow for 2 seconds. Remove lips and let their chest fall.
- Repeat again.

## • CIRCULATION

- Must be lying on their back on a flat, firm surface. Kneel beside them.
- Place your middle finger where the ribs meet the breastbone and your index finger on the breastbone above.
- Place the heel of your other hand on the breastbone and slide it down until it reaches your index finger – this is where you will apply pressure.
- Place the heel of your first hand on the second hand and interlock fingers.
- Lean over the casualty with straight arms and press down vertically on the breastbone (it needs to go down 4-5cm)
- Release the pressure without moving your hands – 30 times then check for a pulse.

**Remember this is only to be used if a casualty is not breathing (AB) and/or if they don't have a pulse either (ABC).**

If doing this alone do 2 breaths then 30 compressions per minute, if in a pair swap over every two minutes  
When a pulse and breathing return, put them in the *recovery position*.

### St Thomas More Catholic School Duke of Edinburgh – EMERGENCY MESSAGE

Location of incident (6 fig grid ref)	
Time of incident	
Injured person's name	
Nature of injuries	
Start and finish point of your route	
Other group members	

# Menu Ideas

Breakfast	Lunch	Dinner	Trail Food
Museli/porridge /weatabix with sugar, dried milk and hot water (and dried fruit/chocolate chips).	Filled Baguette, crisps (day 1 only) Carton of fruit juice Flapjacks/ Cake bars	Pasta and sauce with ham and squeezy cheese/cocktail sausages Fruit cocktail in plastic container	Dried fruit & nuts (allergy?) Cereal bars Chocolate bars Flapjacks Pepperami
Foil-packed potato, bacon and onion mix Beans & sausages in a tin	Pitta bread, sandwich paste/ cheese spread, Apple Carton of Ribena	Boil in bag curry, uncle bens part-cooked rice (no need to cook, just add to curry) Wayfarer Treacle Pudding	
All-day breakfast in a tin, pitta bread/ fried bread (needs oil)	Bread rolls and corned beef Sausage roll	Frozen steak and sausages, dried herbs, cous cous. Instant custard	
Pancakes and jam/choc spread	Carton of fruit smoothie	Tinned mackerel in tomato sauce, Smash/Rissoto	
Tea/coffee/ hot chocolate sachet		Coffee/tea/hot choc, sugar, dried milk	

**Emergency Rations:** Mars bars, glucose tablets, Bottle of cola, Pitta breads, chocolate spread, dried fruit, raw jelly cubes, Kendal mint cake etc. (THESE MUST BE KEPT SEPARATELY AND MAY BE CHECKED AT THE END OF YOUR EXPEDITION)

## HYGIENE AND COOKING SAFELY

- It is a good idea to try cooking one of these meals at home first.
- Use water from 'boil in the bag' meals for washing up or making cup-a-soups.
- Use alcohol hand-gel before handling food directly and after you use the toilet.
- Clean mugs, cutlery and pans with washing up liquid and a scourer in hot water to kill bacteria – do this as soon as you have eaten.
- Dirty water should be disposed of onto soft ground away from fresh water.
- Put all rubbish into a black bag as you go along.
- Gas canisters need to be kept well away from stoves unless supervised.
- Gas canisters for stoves must be well packed to prevent damage to them.
- All campsites have fire extinguishers (check their location). School minibuses also have them.
- **Stoves must be more than 1 metre away from tents (never cook in the porch or have naked flames in the tent)**
- Check cans have a ring-pull so you don't need a tin opener.
- 'Nesting' pans are best (ones that fit inside each other)
- Use a plastic or tin mug
- Taps in campsites usually contain safe drinking water. Any water from a stream must be boiled for 5 minutes (and have purification tablets added to it before drinking).



# Kit Check

Group Kit	Carried by....	Packed
Tent inner		
Tent outer		
Tent poles/pegs		
Stove		
Pots and pans		
Fuel		
Washing-up liquid and scourer		
String		

Personal kit (Clothing)	Packed
Walking boots	Wear !
Walking socks (1 per day)	
T-shirts/base layers (1 per day)	
Fleece top/jumper	
Walking trousers (not jeans)	
Underwear	
Bra	
Comfy footwear(for campsite)	
Sunhat (warm weather)	
Woolly hat/scarf/gloves (Cold weather)	
Waterproof coat/top and trousers	

*The only kit that can be attached to the outside of your rucksack is a sleeping mat, which must be in a waterproof bag*

Personal kit (other)	Packed
Rucksack and liner (55-65 litre)	Wear !
Sleeping mat	
Sleeping bag	
Water bottle/Platypus you must carry 2 litres.	
Knife/fork/spoon	
Mug and plate/bowl	
Matches (in sealed bag)	
Tea towel	
Emergency contact procedure	
Maps (and map case)	
Compass, route cards	
Head torch/Torch and spare batteries	
Emergency whistle	
Alarm clock/watch	
Notebook and pencils	
Money	
Camera	
Binliners (for keeping things dry and for rubbish)	

### Key Points on packing a rucksack:

- Put everything in waterproof bags (strong black bin liners or sandwich bags)
- Heavy items should be near the top of the main section and close to your back.
- Put water, trail food and lunch in side pockets and waterproofs, paper, pencils and camera in the top zip hood pocket for easy access.
- Sleeping bag and food should ideally be in the bottom compartment.
- Keep sharps away from the edge of compartments.
- Stuff clothes (in bags) around bigger items (tent, stove etc.) in the main section)
- Use the bathroom scales to see how heavy it is – NO MORE THAN ¼ OF YOUR MASS !!

Personal kit (toiletries/medical)	Packed
Personal basic first aid kit	
Blister plasters	
Sun cream/mosquito repellent	
Toothbrush and paste	
Deodorant	
Personal toiletries	
Small towel	
Toilet paper	
Water purification tablets (if advised)	

### Wearing a rucksack:

- The hip belt should take most of the weight and should be at the top of the hip bone.
- Shoulder straps should be tight-ish, ensuring the rucksack is high and against your back.
- **Be 'as one' with your rucksack**

# 20 Conditions for Expeditions

1. Your own physical effort, without any motorised or outside assistance.
2. Must be unaccompanied and self-sufficient (no hitchhiking, no shop use, no phones etc).
3. Must be supervised by an adult who is able to accept responsibility for the safety of you and your team.
4. Must have an aim/purpose (decide today based on your route)
5. Must be properly equipped for your expedition – correct kit, food etc..
6. Completed the required training
7. Undertaken at least one practice expedition.
8. You and your team must plan and organise your expedition.
9. You must be assessed by an approved accredited Assessor
10. There must be between four and seven people in your team .
11. You must be within the qualifying age of the DofE programme level.
12. All the people in your team must be at the same level of assessment.
13. Your team must not include anyone who has completed the same or higher level DofE expedition.
14. Your overnight accommodation should be camping.
15. Your expedition must be the minimum number of days required for your DofE level.
16. Your expedition should normally take place between the end of March and the end of October.
17. Your expedition should be in the recommended environment for your DofE level.
18. You must do the minimum hours of planned daily activity for your DofE level (for Silver it is SEVEN hours, not including time at the campsite).
19. You should cook and eat a substantial meal each day. (more later... Pot Noodle is NOT substantial!)
20. You must create and deliver a presentation after your expedition to complete the section.

# Notes

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