

# Daily Morning Routine

WHEN	ACTION
<b>On waking</b>	Check weather against overnight observations. Any significant change?
<b>Breakfast</b>	Group check — overnight medical issues, blisters, concerns?
<b>During breakfast</b>	Review today's route: legs, timing gates, water sources, key hazards.
<b>Pre-departure</b>	Brief the group: plan, decision points, turnaround time, PLB holder, check-in time.
<b>-10 minutes</b>	Gear check. Packs on. Water topped up. All accounted for.
<b>Departure</b>	Note actual vs planned departure time. If late → recalculate timing gates.

# Timing Gate Decision

*Ask these at every gate waypoint*

## 1 — ARE WE ON TIME?

- On time or ahead → proceed as planned.
- Behind <30 min on easy leg → proceed, monitor closely.
- Behind >30 min, or any amount on hard leg → stop and assess.

## 2 — IS THE GROUP IN GOOD CONDITION?

- Watch for: pace dropped, silence, stumbling, mood shift.
- Any medical issues developing? Deteriorating condition overrides time.

## 3 — HAVE CONDITIONS CHANGED?

- Weather beyond plan thresholds? Hazard worse than assessed? Water source dry?

Meaningful concern on *any* of these → **Stop. Assess. Decide. Do not keep moving and hope it resolves.**

# Turnaround Decision

*Calculate each morning before leaving camp*

## CALCULATE TURNAROUND TIME — WORK BACKWARDS FROM LAST LIGHT

- 1 Identify today's destination and the time needed to reach it from *here* .
- 2 Subtract from last light (BOM forecast, or sunrise + 12 hours).
- 3 Result = your latest acceptable departure time from current position.
- 4 Write it down. Tell the group. This is your turnaround trigger.

### THE RULE

If you reach the turnaround time and have not reached the next waypoint: turn around. Not in five minutes. Not after the next rise. **Now.**

# Emergency Action

## STOP. Breathe. Do not rush.

- 1 **Secure the scene.** Move group from hazard. Ensure no-one else is at risk.
- 2 **Assess the patient.** Airway, breathing, circulation, major bleeding.
- 3 **Assign roles.** Incident Commander · First Aider · Group Supervisor · Comms.
- 4 **Stabilise.** First aid. Warmth. Shelter. Do not move if spinal injury suspected.
- 5 **Communicate.** Mobile → satellite communicator → PLB (in that order).
- 6 **PLB threshold:** Life threat AND cannot reach help by any other means.
- 7 **Document.** Time · location (6-figure grid) · condition · actions taken.

# Daily Field Checklist

*Front: Morning & Transit · Reverse: Evening & Close*

## MORNING

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- Weather check — conditions vs thresholds
- Group physical check
- Review legs, gates, hazards, water
- Brief group — route, turnaround, PLB
- Water filled, departure time set
- Note actual vs planned departure

## AT EACH TIMING GATE

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- On time?
- Group in good condition?
- Conditions changed?
- Position confirmed on route plan

## CREEK CROSSINGS

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- Visual assessment from bank
- Within go/no-go threshold
- Crossing protocol briefed
- Rescue position identified

# Daily Field Checklist

*Reverse: Evening & Journey Close*

## EVENING IN CAMP

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- Campsite assessed — drainage, overhead hazards, wind
- Group physical check — feet, hydration, morale
- Scheduled check-in sent to base contact
- Tomorrow's route briefed before bed

## JOURNEY CLOSE

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- All participants at vehicles / end point
- Emergency contacts notified — safe return
- Trip intention closed with base contact
- Transport leg confirmed

## LEADER — WITHIN 48HRS

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- Hot review — Three Things noted
- Leader notebook observations saved

# Emergency Communications

## PLB — ACTIVATE WHEN ALL TRUE:

- Life-threatening situation
- Cannot reach help by any other means

## AFTER PLB ACTIVATION:

- Stay at location if safe
- Move to open ground for helicopter
- Maintain PLB with clear sky view
- Prepare 30m+ clear landing zone

## CALLING 000 / POLICE RESCUE:

- 1 Location: 6-figure grid + description
- 2 Nature of incident
- 3 Patient number and condition
- 4 Group size and composition
- 5 Your comms capability
- 6 Resources: first aid, shelter, water, daylight

Your base contact has your route plan, daily positions, check-in times and trigger time. They are waiting for your call.

# Hot Review

*Within 48 hours — leader, individually*

Write it down before it fades. Notebook, voice memo, email to yourself — the medium doesn't matter.

**One thing that worked well (worth repeating and recording):**

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**One thing that did not work (specific, not a feeling):**

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**One thing a young person did that surprised me:**

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# Warm Review

*Within 1 week — all leaders, together, ~1 hour*

## FOR EACH PLANNING ELEMENT — ASK THREE QUESTIONS:

What did the **plan say**? · What **actually happened**? · What does this mean **for next time**?

- Journey Overview
- Approvals
- Route Plan
- Risk Assessment
- Meal Plan
- Transport Plan
- Budget
- Activity Plan
- Consent
- Trip Intention
- Notifications

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**Outputs:** Annotated risk assessment & route note update → into knowledge base.

# Safety Review

*Ask these even when nothing went wrong*

## SAFETY GRADIENT — CLASSIFY THIS JOURNEY:

<b>L1</b>	No issues. All hazards theoretical. No adaptations needed.
<b>L2</b>	Hazard appeared, managed well. No-one at risk.
<b>L3</b>	Near-miss — outcome was safe but conditions could have produced an incident.
<b>L4</b>	Incident — injury or medical attention required.

## EVEN AFTER A LEVEL 1 JOURNEY, ASK:

- Were there moments of leader uncertainty?
- Were any hazards not on the risk assessment?
- If the same conditions met a less experienced leader — same outcome?

# Journey Debrief

*Fill in on the bus · hand to your leader before you leave*

**Name (optional):** \_\_\_\_\_ **Journey:** \_\_\_\_\_

**Something that worked well on this journey:**

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**Something that was harder than I expected:**

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**Something I would do differently next time:**

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**One thing I learned or got better at:**

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# Route Note

*Write within 48 hours · file in knowledge base*

## CAPTURE WHAT THE MAP DOESN'T TELL YOU:

- Timing:** actual hours per section (with pack, this group, this weather)
- Water:** source reliability by season
- Navigation:** junction hazards, misleading tracks
- Campsites:** drainage, shade, coverage, capacity
- Hazards added:** anything not on the risk assessment
- Mobile coverage:** by section
- Shortcuts:** informal tracks not on maps
- Permits:** lead time, contact

A 3-line note from someone who slept there in February rain is worth more than any guidebook.

# Cold Review

*End of season · all leaders · 2–3 hours*

## FIVE QUESTIONS — ANSWER ALL OF THEM HONESTLY:

- 1 What journeys did we run this year?** List them all.
- 2 Who went on what?** Map participants against journeys. What gaps appear?
- 3 What skills did participants actually practise** — in real conditions, not exercises?
- 4 Are young people more capable than 12 months ago?** What is the evidence?
- 5 What is next year for?** 3–4 specific outcomes, mapped to journeys.

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**Output:** One-page program intent for next year. File it where it will be found before planning begins.

# Knowledge Base Update

*After every warm review — takes 20 minutes*

## WHAT TO UPDATE — TICK EACH ONE:

- Route note — timing, hazards, water, shortcuts
- Campsite notes — drainage, conditions, coverage
- Risk assessment — annotate with actuals, add new hazards
- Activity notes — what worked, what didn't
- Supplier notes — reliability, lead times
- Equipment record — damage, service needs
- Permit notes — lead times, contacts
- Leader notes — informal observations

**Assigned to:** \_\_\_\_\_ **By:** \_\_\_\_\_