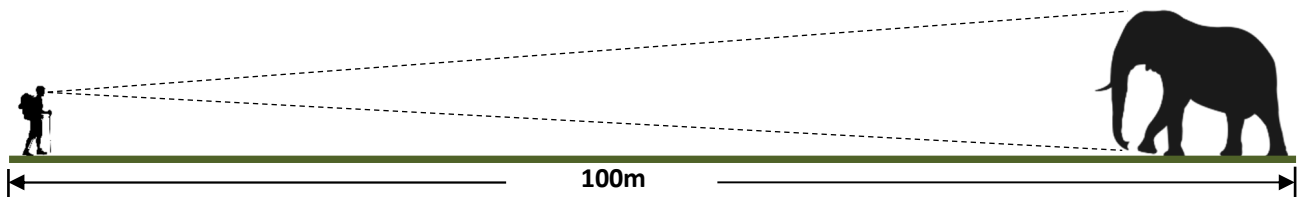


STANDARD OPERATING PROCEDURES

for Africa Wild Trails Ventures

These Standard Operating Procedures (SOPs) are a set of notes compiled by Africa Wild Trails to enable us to be efficient in our operations, to reduce miscommunication and failure to comply with instructions between group leaders and group members during the delivery of our African ventures.

Note: Africa Wild Trails operates specific procedures for animal encounters when trekking. A safe animal encounter is at a minimum distance of 100m. However, we cannot control the movements of wild animals, and as such encounters can often be closer. Expert guides will always ensure the group is moved to a safe distance away from wildlife, or to a safe vantage point to observe wildlife when on foot.



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GOOD SAFETY IS NO ACCIDENT

Technical Advisor (TA) SOP Sign Off

At Africa Wild Trails we take our Operating Procedures very seriously and as such we ask our TAs to sign off all standard operating procedures prior to delivery to ensure we are managing risk as well as possible, and to ensure compliance with the high British standards AWT has been assessed against.

Technical Advisor Sign Off

TA Name	TA Sign	Date

Venture Leader Sign Off

Leader Name	Leader Sign	Date

ACCOMMODATION

Comfort and security is the focus will all accommodation types.

Two-person canvas dome tents, safari tents, bush lodges and guest houses are used.

SOP for Accommodation

- UK briefing
- Tent assembly
- Arrival briefing
- Allocation
- Ablutions proximity
- Kit and equipment
- Changing
- Tent dismantling
- Departure
- Night security



UK briefing	Accommodation will be discussed as part of the preparation phase. Who group members are sharing with must have some thought and consideration behind it as this can be a source of tension and anxiety
Tent assembly	Group members are not expected to assembly their tents unless they are carrying their tents on a multi-day expedition.
Arrival briefing	Group members will be told how to open and close the tents, about insect nets, keeping the tent closed as monkeys can get in if open, storing kit, cleanliness.
Allocation	The SMT will decide who will share tents and will take into consideration any previous history of those who are sharing.
Males and Female	Males and females young people will not share tents. Male and female staff will not share tents. Transgender members will share tents or have their own tent.
Tent boundaries	Male and female group members may not enter each other's tents at any point for any reason. They may sit outside each other's tents during downtime.
Ablutions proximity	All tents are within a few yards of communal toilets and showers for males and females. Transgender members don't have their own shower. A time slot will be given to them for shower without other male or female members present.
Kit and equipment	During the day, any unused kit and equipment must be stored under the members stretcher bed in their main holdall or pack.
Changing	The venture leader does reserve the right to move members from one tent to another if there is good enough cause to do so.
Departure	Before departure, it is expected that tents all tents are cleaned and left in the same condition they were found on arrival.
Tent dismantling	Group members are not expected to dismantle their tents unless discussed in prep sessions, or if they are carrying their tents on a multi-day expedition.
Night security	In dangerous game areas, guides work in shifts during the night to ensure the camp is safe and to walk group members the toilet and back

AIRPORT ARRIVAL

Africa Wild Trails will take over the group on entry to the destination country.

A prearranged hand-over process will take place in the airport arrivals area.

All minibuses are less than 3 years old and have an up to date service history.

All drivers are highly qualified and experienced local 'driver guides'.

SOP Airport Arrivals

- Minibus arrival
- Flight arrival time checks
- Arrivals area meet and greet
- Arrivals area head count
- Arrivals area hand-over
- Toilet and smoke break
- Walking to the minibuses
- Packing kit into trailers
- Minibus rules
- Journey briefing



Minibus arrival	The venture minibus and driver will arrive at the entry airport approximately one hour prior to the flight landing time.
Flight arrival	The Senior Venture Leader will monitor the flight arrival time for 24hrs prior to landing, and then for the final hours prior to landing inside the airport.
Arrivals area meet and greet	The group will be met in the arrivals area. A sign will be clearly visible with the group name written on it. Introductions and welcomes will be completed.
Arrivals area head count	The venture leader and senior member of staff on the flight will both complete a head count and double check with each other ensuring all are present.
Arrivals area hand over	The venture leader will then take control of the group from the senior staff member and ensure the group is aware of who is now in charge.
Toilet and smoke break	Time will be made available at this point for a toilet break and for anyone who smokes to do so. 15 minutes will be allocated for this.
Walking to minibuses	The venture leader and the driver will lead the group, with their luggage, to the minibuses. Staff will be at the back of the group ensuring everyone is together.
Packing kit into trailers	Three or four group members will be asked to help pack the bags neatly into the lockable trailers. The rest of the group will board the minibuses.
Minibus rules	The minibus drivers will ensure all group members are aware of the rules and that the group is evenly spread around the vehicle.
Journey briefing	The venture leader will give a short briefing on the duration of the journey, the sites along the way, planned rest stops and the plan for lunch.
Fuel and refuelling	Minibuses will be filled up prior to arrival at the airport. There will be no requirement to refuel during the journey to the initial destination.



AIRPORT DEPARTURES

SOP Airport departures

- Final evening briefing
- Accommodation departure
- Airport arrival time
- Exiting minibus
- Minibus final checks
- Walking to Departures area
- Departures guidance
- Group hand-over
- Minibus departs airport



Final evening briefing	The venture departure process begins the night before. A briefing will be given regarding packing that evening, early breakfast and precise departure timing.
Accommodation departure	The vehicle will be loaded and ready to depart 30 minutes prior to the arranged time. This will ensure time for final tent/room checks.
Airport arrival time	The group will arrive at the airport no less than 3 hours prior to the aircraft departure time. This gives time at immigration and for a little shopping.
Exiting minibus	Luggage needs to be put on trollies in an orderly way. Group members will be selected to fetch trollies and others to unload luggage and load onto trollies.
Minibus final checks	Two final checks of the minibus will be completed. One by the driver and one by the senior venture leader to ensure nothing has been left behind.
Walking to departures area	The group will say their goodbyes and walk together to the departures area. The venture leader will lead and other venture staff will be at the rear.
Departures guidance	The senior venture leader will give guidance to the senior staff member on where to go and what to do in relation to immigration and check-in.
Group hand-over	The venture leader will hand over to the senior staff member and the group will be advised that this has happened. Venture leader will say his/her goodbyes.
Minibus departs airport	The driver and the venture leader will leave the airport after the handover. The venture leader will have mobile communications with the senior staff member.

VENTURE ACTIVITY PLANNING

We aim for every activity to be challenging, focused, fun, educational and safe.

Africa Wild Trails uses the process below to ensure all activities are extremely well planned and delivered.

SOP for activity planning and delivery

- Aims and Objectives
- Recce the Activity
- Group Ability Specific
- Incident Management
- Assign the Leaders
- Plan the Activity
- Group Leader Briefing
- Group Member Briefing
- Group Scrutiny
- Run the Activity
- Dynamic Risk Management
- Debrief the Activity



Aim and Objectives	UK Senior Leader Team meetings will be held to discuss and agree on A&O. SLT meeting notes are key to in country planning and delivery.
Recce the Activity	AWT Leader team recce the activity locations well in advance of group arrival. All activity kit and equipment to be checked and double checked.
Group Ability Specific	Physical challenge level, duration, routes, temperatures, terrain, group size, remoteness and kit are all factors in ensuring appropriate group activities.
Risk Management	Risk Assessment and Risk Management documents will be produced based on the recce, adventure leaders, local knowledge and previous experience.
Incident Management	Planning for any incident, during any activity, in any location at any time will be planned for. A Venture Incident Management Plan will be produced.
Assign the Leaders	In country Adventure Leaders will be assigned to each activity based on their qualifications, experience in the area and youth group experience.
Activity Plan and Feedback	Following the above process an activity plan will be made. SLT feedback will take place to ensure the Aims and Objectives are being adhered to.
Group Leader Briefing	Prior to commencement of any activity the Group Leader Team will be briefed so that they have time to ask questions and bring up any group member issues.
Group Briefing/ Scrutiny	Prior to commencement of any activity the group will be briefed on the activity so they can ask questions and scrutinise the activity process and safety.
Deliver the Activity	Following the activity briefings the activity will be delivered according to the activity plan and risk management process.
Dynamic Risk Assessment	During the course of the activity a process of dynamic risk assessment will take place as weather, water and wild animal behaviours differ continually.
Debrief the Activity	Adventure Leaders will debrief the activity on the same day as the activity takes place to ensure the process has been adhered and A&O achieved.

BUSH HIKING

Bush hiking is a safe, educational and highly enjoyable experience if planned and delivered excellently. Africa Wild Trails uses the process below to ensure all activities are extremely well planned and delivered.

SOP for Bush Hiking

- Reconnaissance
- Lead guides
- Back up guides
- Routes
- Safety briefings
- Purpose
- Hike the plan
- Wildlife
- Single file
- Dangerous game
- Weapons
- Dynamic risk assessment
- CASEVAC
- separation



Reconnaissance	Reconnaissance trips are in place for each venture and where the group will hike and why is a key part of that trip and subsequent planning.
Lead guides	Lead guides are selected for their qualifications and experience in the area of operation. Lead guides and back up guides will be always be at the front.
Back up guide	The purpose of the back-up guide is to observe the group and surrounding area when the lead guide is addressing the group. Groups require two guides by law.
Routes	These are planned prior to the start of the hike and group specific. Game trails, vehicle tracks, river routes, mountain paths are used as paths of least resistance.
Safety briefings	Safety briefings are given prior to all hikes and includes factors such as how to walk in the bush, communication, terrain, wildlife, duration, distance and kit carried.
Purpose	Every hike and walk will have a purpose. Briefings are given prior to departing. The lead guide will stop the group in order to help the group achieve the hike purpose.
Hike the plan	Planning the hike well and then hiking the plan is very important to ensure safety and hike the hike purpose is achieved. Wildlife and weather can change a plan.
Wildlife	Encountering wildlife on walks is not common but does happen and there are specific SOPs for predator and prey encounters. See related SOPs.
Single file	In order to keep as quiet as possible, as low profile as possible and to create the least environmental impact, groups always walk in single file in the bush.
Dangerous game	Clear and concise safety briefings are given by the lead guide when hiking in wildlife areas and repeated just prior to the hike start. See wildlife SOPs
Weapons	Weapons are carried in dangerous game areas to ensure the safety of the group should an animal charge during an encounter. See wildlife SOPs.
Dynamic risk assessment	We cannot predict what the wildlife and weather is going to do so group leaders will dynamically risk assess in order to ensure the safety of the group.
CASEVAC	Casualty evacuation points are pre-planned. Groups are never more than 5kms from a vehicle CASEVAC point during all phases of the venture. See Incident SOP.
Separation	Head counts are conducted. Buddy Buddy system if required. A specific process is in place should a member of the group become separated. See Incident SOP.



CAMP TRANSFERS

Camp transfers are well planned, completed in daylight hours, by experiences, qualified and bilingual driver guides.

SOP for Camp Transfers

- Evening briefing
- Packing kit
- Breakfast
- Loading 4x4s
- Loading minibus
- Journey briefing
- Unloading minibus & Loading 4x4s
- Camp orientation
- Allocating accommodation
- Unloading 4x4s & Final kit move
- Orientation walk



Evening briefing	A briefing will take place the evening prior to any camp transfer. This will include departure times, stops on route, transfer duration and next camp info.
Packing kit	The group will be requested to pack their kit after their evening meal to ensure everyone is ready to depart on time the following morning.
Breakfast	An earlier than usual breakfast is the norm on departure days. The group will collect their packed lunches and kit.
Loading 4x4s	4x4s will be used to exit the camp and open trailers will be loaded by three or four selected group members and as well as our staff team.
Loading minibus	4x4s will meet minibuses at prearranged point, as the buses cannot get all the way to most camps. Kit will be unloaded and loaded into the minibus trailers.
Journey briefing	Once on board, a journey briefing will be given. Minibus rules, journey stops, estimated duration will all be covered again.
Unloading minibus Loading 4x4s	Kit is unloaded from the minibus and loaded onto the new camps 4x4s for the journey. The minibuses will leave after a full check on and under the seats.
Camp orientation	On arrival at the new camp an orientation of the facilities will be given and a briefing on the rules and boundaries of the new camp delivered.
Allocating accommodation	The SLT will allocate tents/rooms based on lessons learnt from the previous location in terms of group dynamins etc.
Unloading 4x4s & Final kit move	Group members will be selected to help unload the kit. The group will unload their kit and take it directly to their tents/rooms.
Orientation walk	At a set time the group will meet at the main assembly point for a short orientation walk around the camp and in the local camp area.



IN CAMP

The camp location is critically important to get right for the group in order to create a safe and enjoyable beginning and end to each of the day's activities.

Africa Wild Trails uses the process below to ensure this is the case.

SOP for when In Camp

- Briefings
- Orientation
- First Aid
- Accommodation
- Showers
- Toilets
- Catering
- Risk management
- Main risk areas
- Leaders and camp staff
- Activities



Reconnaissance	Reconnaissance trips are in place for every venture. Camp locations are group specific and dependant on group size, activities, wildlife and related logistics.
Briefings	Initial briefing on arrival is given by the venture leader regarding the local staff, wildlife, accommodation, activities, water use, meals, night rules and boundaries.
Orientation	An orientation walk is conducted by the venture leader to ensure everyone is familiar with where the ablutions, meals, fire pit, briefing and social areas are.
First Aid	First aiders make themselves known and where the camp first aid location is. First aid given with two staff present, in public, preferably by the same gender.
Accommodation	Accommodation is shown first, prior to kit being taken. Once individuals know which tent is theirs, they bring their kit. See Accom. & Camp Transfer SOPs.
Showers	Male and female young people have separate showers. Male and female leaders have separate showers. Showering is quick to ensure hot water for all.
Toilets	Male and female young people have separate toilets. Male and female leaders have separate toilets. Hygiene briefings given. Pit latrines when wild camping.
Catering	Catering teams are group specific, highly skilled, hygienic, independent of the main group, and provide three meals a day for every dietary requirement.
Risk management	Most accidents happen when away from the main risk areas and relaxing in camp. Pre-departure sessions and in country briefings cover these risk areas.
Main risk areas	Social fires, trips and falls, low branches and thorns, insects, bad personal hygiene are factors which are discussed in pre departure sessions and briefings.
Leaders and camp staff	Are available to group members 24 hours a day. Arise before the group. Go to sleep when the rest of the group is in bed. Operate night patrols in dangerous game areas.
Activities	Activities are generally briefed and de-briefed in camp. Bush hikes will start and finish in camp. Kit and equipment not used in an activity will remain in camp.

COMMUNICATIONS

For reasons of safety, information sharing, route selection and environmental awareness, good communication methods are vital during all phases of an AWT venture.

Africa Wild Trails uses the process below to ensure all activities are extremely well planned and delivered.

SOP for communications

- Planning
- Briefings
- 2 Way radios
- SAT phones
- Cell phones
- PLBs
- Land lines
- VOIP
- WiFi
- Whistles



Planning	A reconnaissance trip is in place for each venture to ensure good planning, appropriate locations, routes, guides, wildlife and methods of communication
Briefings	Regular briefings at key times are the main way of communicating the activity purpose, location, route, duration and safety measures. Group Q&A's follow
2 way field radios	Field radios are our main methods of communicating in the field. These are charged every day; have a line of site range of 15kms, obscured range of 4kms
SAT phones	These are not used during AWT ventures as we do not operate in extremely remote areas. We can always have a CASEVAC vehicle within 5kms of the group
Cell phones	Cell phone signal is good in 70% of the areas we operate in at high points. Where it is not, we can achieve 2 way radio comms with base camp or a vehicle
Personal location beacons	When required (during long multi day expeditions) PLBs are used so that base camp staff can keep an eye on the group progress and position of the group
Land lines	80% of base camps we use have landlines which are critical for CASEVAC purposes. Where there is no landline, 2 way radio or cell phone comms suffice
VOIP phones	Voice Over Internet Phones are used in 50% of our base camps. This enables calls on the internet, instead of the public telephone network
WiFi	WiFi is available where landlines are in place and enable us to communicate on WhatsApp etc and post messages and images of the groups social media
Taps, slaps, whistles	Whilst hiking it is important not to make loud or unnatural noises, so we use a system of taps, trouser slaps and/or quiet whistles to get the guides attention
Language barrier	All guides are bi-lingual and able to communicate freely with local people. If English can be spoken, it is spoken, so group members feel free to converse



LOCAL COMMUNITIES

Engaging with local cultures is a 'must have' for any AWT venture and requires careful planning and briefings on both sides to accomplish the groups aims for this phase.

Africa Wild Trails uses the process below to ensure all activities are extremely well planned and delivered.

SOP regarding local communities

- Culture and customs
- Guides
- Caterers
- Community visits
- Schools
- Accident and incident
- Down time
- Language barriers
- City visits
- Urban areas
- Activities
- Culture shock
- Infections



Culture and customs	Pre-departure prep enables the group to be aware of local culture and custom, how to behave and act in order to be polite and fully enjoy the experience
Guides	Guides are fluent in local languages and able to speak English, Zulu and Afrikaans where necessary. Guides assist in all cultural activities and community contact.
Caterers	Catering teams are not always English speaking and so we are able to translate specific catering requirements or adjustments through our guides.
Communities	Completing activities in local villages is an exciting phase. The village Chief is consulted and permission given. Community project are very well received.
Schools	The Head of the school is consulted and permission given. Sports projects are very well received. Building projects are an option in the right areas.
Accident in community	If an incident or accident occurs in a village or school environment, the group medic or first aider will administer first aid, not the local community first aider.
Down time	Down time is usually taken back at camp, however if it is taken in a village or school this will always be supervised by the venture leaders.
Language barriers	Group members should attempt to learn the rudiments of local language. Bi-lingual guides are always on hand to assist communication, reducing awkwardness.
City visits	Visiting cities and townships is avoided during AWT ventures in order to excluded any unnecessary risk. Community contact is in small villages and homesteads.
Activities	Briefings given to both parties in both languages. Clear boundaries are discussed as well as cultural do's and don'ts reminders to all.
Culture shock	Prep sessions and briefings in place. Townships avoided. Care Centres or Orphanages carefully selected to avoid shock. Pastoral care available daily.
Infections	Contact with very poorly children and adults are avoided. Appropriate inoculations are required prior to departure. Good hygiene is insisted upon.

NIGHT SECURITY

Night watch and night security is in place and night movements are restricted for group safety.

Africa Wild Trails uses the process below to ensure all activities are extremely well planned and delivered.

SOP for night security

- Planning
- Briefings
- Wild camping
- Tented camps
- Lodges
- Guest Houses
- Personal alarms
- Purposeful night walks
- Big 5 area night walks
- Night drives
- Torches
- Walking to tent/ toilets



Planning	Night security provision is a component of the reconnaissance and planning trips to the area of operation.
Briefings	In country guides are briefed as are group members during prep sessions and in country briefings about the importance of night security and why it is in place
Wild camping	Guides will operate 1.5hr stints on watch during any wild camping in dangerous game areas and other areas as required. This is group specific.
Tented camps	Guides will operate 1.5hr stints on watch during any wild camping in dangerous game areas and other areas as required.
Lodges	Night watch for animals is not required when staying at lodges as ablutions are en suite. Night security patrols are in place in urban areas.
Guest houses	Night watch for animals is not required when staying at Guest Houses as ablutions are en suite. Night security patrols are in place in urban areas.
Night watch	Night watch will be conducted by qualified field guides and experienced leaders only. If group members or staff would like to experience night watch, this can be arranged with the consent of the group SMT
Personal alarms	Personal alarms can be distributed to group members to be used to alert the night watch guides in the event of an emergency. These are rape alarm type.
Purposeful night walks	In non-dangerous game areas purposeful night walks are arranged close to camp for scorpion ID and astronomy.
Big 5 area night walks	Night walks in big 5 or dangerous game areas are not permitted for any reason at any time.
Night drives	Night drives are permitted in big 5 areas and dangerous game areas and is the only safe method of viewing predators and prey species at night
Torches	Group members are briefed to have their torches on their person prior to night fall. Should they forget, a guide will escort them to get their torch.
Walking to tent/ toilet	Group members will walk the short distance to their tents in pairs, with torches. Group members will walk to the toilet in pairs, with torches. Toileting at night can be avoided by ensure a toilet visit prior to going to bed.



DOWNTIME

Downtime periods are used for recuperation, personal admin and a chance to just stop, reflect and rest in nature or in camp. Downtime will always be supervised and group members can access to staff at all times.

SOP for Downtime

- Briefing
- Location
- Duration
- Activities
- Supervision
- One to One
- Reflection
- Downtime conclusion

- Further notes



Briefing	Downtime will be discussed during the pre-venture preparation sessions and a full briefing will be given in country prior to any down time period.
Location	Taken in the camp location after a period of strenuous exercise as a chance for the group to slow down and recuperate in camp. Also during certain activities.
Duration	Generally an afternoon from lunch until dinner time, however if the venture leader feels downtime is required, a 30 minute to 1 hour period is often given.
Activities	Rest, peace and quiet is the focus. Downtime can also be used for tidying tents, washing clothes and 1:1 conversations with each other or with leaders.
Supervision	Two venture leaders will supervise downtime and may rotate with other leaders. Supervising leaders remain awake, even if the group are all sleeping.
One to One	During the Downtime briefing it will be mentioned that staff and leaders are available for 1:1's which will take place in a prearranged area of camp.
Reflection	During certain activities away from camp the venture leader may suggest a location that is suitable for up to an hours downtime or reflection time.
Start/Finish times	The times of the period will be noted during the briefing. These periods can be quite powerful for young people and as such staff will be sympathetic to this.
Further notes	Periods of Downtime and reflection are highly important not only to physically recuperate but these times in quiet natural environments assist in reducing feelings of tension, stress, anxiety or anger. As well as developing an increased physical, social and mental health and an understanding of personal capabilities and self-reliance. Importantly these periods also help to develop feelings of wellbeing, promoting mindfulness and gratitude.

SAFEGUARDING

Africa Wild Trails in-country staff and partners are highly experienced, well qualified professionals in their fields and are used to working with groups of young people and adults. We adhere to high standards, abide by specific policies, and SOPs, and always work to protect the welfare of all group members, promoting good practice.

SOP for safeguarding

- COVID 19
- Inoculations
- Planning
- Financial Risk Management
- Risk Management
- Personal hygiene
- 24hr leadership
- Guides
- Hiking
- Catering
- Routes
- Leader gender
- Staff gender
- Accommodation
- Leaders #1 - #5
- Leader briefings
- Pastoral support
- Manual support
- Photography
- GDPR
- First Aid
- Incident management
- Daily log



COVID 19	Full vaccination and up to date boosters are highly recommended. CV19 rules at the time of the venture will be known and adhered to at all times, during airport transfers, camp transfers, in camp, and during the itinerary activities.
Inoculations	A visit to your GP or Travel Nurse is very important prior to departure. Inoculations vary from country to country. Can be dependant on transit countries prior to arrival
Planning	Leaders, guides, locations, transport, routes, catering, and activity selection are key as is excellent pre-venture preparation for the groups young people and staff
Financial Risk Management	Financial Failure Insurance is in place for all venture members
Risk Management	British standards compliance/ Risk assessment/ SOPs/ Reconnaissance
Personal hygiene	Maintaining good hygiene briefings are given and repeated during the venture
Roles and Responsibilities	Clear briefing pre-departure and during leader and group venture briefings
24hr leadership	Groups of children and young people have 24hr leader support and guidance
Guides	Qualified guides, field experts, instructors are in place as activity leaders
Hiking	Appropriate kit for the weather and activity. Will always follow the hiking SOP
Catering	Three freshly prepared meals every day for all dietary requirements
Routes	Routes are pre-planned. Dynamic RA will inform route changes. See hiking SOP
Accommodation	Accommodation is appropriate and group specific. See accommodation SOP
Leader gender	Leaders accompanying the group will include males and females where possible
Leaders #1	Appropriate ratio of male and female leaders to group members where possible
Leaders #2	Will never spend time alone with group members
Leaders #3	Will never engage in rough, physical, or provocative play
Leaders #4	Will never let a group members allegations go unchallenged or unrecorded
Leaders #5	Will uphold the group Code of Conduct and AWT disciplinary process
Leader briefings	Must be concise, easy to understand and activity specific with a Q&A to end
Pastoral support	Pastoral support will be provided openly
Manual support	Manual support is required, this will be provided openly
Photography	Photographic consent must be approved for images and filming
GDPR	AWT GDPR policy online for use of personal information https://bit.ly/2US3Hcg
First Aid	Will be given in public by a qualified first aider and preferably the same gender
Incidents management	The venture leader will oversee all incident management. See IM SOP
Daily log	A daily log will be completed by the venture leader for post venture scrutiny



WILD CAMPING

Wild camping is one of the best ways to experience the sights and sounds of the African bush. It does come with added risks as the group is away from the comfortable surroundings of the bush camp or lodge.

Africa Wild Trails uses the process below to ensure all activities are extremely well planned and delivered.

SOP for wild camping

- Objective
- Suitable location
- Suitable accommodation
- Tented
- In the open
- Communications
- Catering
- Leaders
- Safety briefings
- Incident management
- Gender split
- Night security



Objective	To give group members a safe and exciting experience outside of the norm or to enable a group to complete multi day on foot expeditions for field studies
Suitable location	Reconnaissance of multiple locations are conducted prior to the group arrival by the group leader to ensure sites are appropriate for the venture
Suitable accommodation	Wild camping can be tented (image 1) or in the open (image 2) dependant on location, duration and the reason for wild camping
Tented	Tents can be erected for the group or the group can set up their own tents. AWT uses tough, heavy canvas tents, so these are always set up for the group, not carried
In the open	Sleeping bags and roll mats are often used as they are light to carry and quick to set up. A social fire is kept alight all night for light, cooking and safety
Communications	Two way radios and cell phones are used. SAT phones are used for remote areas. Routes are planned and noted by base camp. See communication SOP.
Catering	A catering team is employed to ensure a good standard of meals and water is brought by the group and resupplied by vehicle if required. Can be self-catered
Leaders	Qualified FGASA (Field Guiding Association of South Africa) guides and experienced expedition leaders are in charge of all elements of wild camping
Safety briefings	Briefings are given each day and prior to night fall. Group members are instructed to visit the toilet prior to sleeping to prevent night time visits.
Incident Management	All guides are first aid trained. CASEVAC points are pre-arranged for vehicles to access the group. See Incident Management SOP
Gender split	Male and female group members and staff are split to different sides of the wild camping area. This is harder in an 'in the open' camp but nevertheless manageable
Night security	Guides operate a night watch procedure of 1.5hr stints. The fire is kept alight and if any group members can be escorted to the toilet and back if required

ANTELOPE ENCOUNTER



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

ANTELOPE ENCOUNTER

It is likely the antelope will hear a group or individual approaching and move away to a safe distance. Antelope are prey species and will instinctively move away from you or your group.

What to do

- Stay calm, relax and enjoy the experience.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- You can turn you back on an antelope.
- Move away from antelope with their young.

- You may well see antelope around camp, this is fine and normal as they are often habituated.

What not to do

- Do not approach the animal.
- Do not make loud noises as this will frighten them.
- Don't worry about alerting the guide.
- Do not walk towards the antelope as it will run away.

ANTELOPE CHARGE

What to do

- Shout loudly to scare the animal.
- Get out of the way immediately.

What not to do

- Do not move closer to the animal.





CAPE BUFFALO ENCOUNTER



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

BUFFALO ENCOUNTER

Buffalo can become very aggressive very quickly.

Thick bush and tall riverbank reeds are areas buffalo like and will be carefully scrutinised by your guide.

What to do

- Stop - Stay calm.
- Always alert your guide if you think you have seen a Buffalo.
- Alert the lead guide in using the method you have been told to use.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- Come together as a close group.
- Make loud noises/shout if you are told to.
- Take steps back or to the side if you are told to.
- Keep focused on your guides instructions.
- The procedure will be over when you are told it is over.

What not to do

- Do not approach the animal.
- Do not panic or run.
You may be frightened but focus on your guide.
- Do not kneel down, crouch down or lie down.
- Do not turn your back on the animal until you are told to.

BUFFALO CHARGE

What to do

- Get ready to move quickly/ Buffalo do not mock charge.
- Climb a tree if you are told to.
- Do exactly as you are instructed immediately

- At night, flash your torch in its eyes.

What not to do

- Do not separate from the group.
- Do not play dead.



CHEETAH ENCOUNTER

SIMILAR TO LION & LEOPARD ENCOUNTERS



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

CHEETAH ENCOUNTER

Cheetahs are predators but are not recorded as causing any issues for people.

Often in the open, they are likely to move off when they see people on foot.

What to do

- Stay calm.
- Always alert your guide if you think you have seen a Cheetah.
- Alert the lead guide in using the method you have been told to use.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- Come together as a close group.
- Make loud noises/shout if you are told to.
- Take steps back or to the side if you are told to.
- Keep focused on your guides instructions.
- The procedure will be over when you are told it is over.

What not to do

- Do not approach the animal.
- Do not run
Running can encourage a cat's natural instinct to chase.
- Do not panic.
You may be frightened but focus on your guide.
- Do not kneel down, crouch down or lie down.
- Do not turn your back on the animal until you are told to.

CHEETAH CHARGE

What to do

- Stand still.
- Make loud noises.
- Wave your hands in the air.
- Do exactly as you are instructed immediately.

At night, flash your torch in its eyes.

What not to do

- Do not run.
- Do not turn your back.
- Do not play dead.



CROCODILE ENCOUNTER

The safe distance from a Nile crocodile is 5m away from it, and 2m higher than it.



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

CROCODILE ENCOUNTER

Crocodiles will often submerge or return to the water as soon as they see you.

Stay out of the water and away from the water's edge unless told it is safe to do so.

What to do

- Stay calm.
- Always alert your guide if you think you have seen a Crocodile.
- Alert the lead guide in using the method you have been told to use.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- Come together as a close group.
- Make loud noises/shout if you are told to.
- Take steps back or to the side if you are told to.
- Keep focused on your guides instructions.
- The procedure will be over when you are told it is over.

What not to do

- Do not approach the animal.
- Do not panic or run.
You may be frightened but focus on your guide.
- Do not kneel down, crouch down or lie down.
- Do not turn your back on the animal until you are told to.

CROCODILE CHARGE

What to do

- Move quickly away from the water.
- Move in the direction you are told to.
- Do exactly as you are instructed immediately.

What not to do

- Do not separate from the group.
- Do not play dead.



ELEPHANT ENCOUNTER



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

ELEPHANT ENCOUNTER

Males are often separate from the breeding herd and more aggressive than females.

Females stay within the herd and can become aggressive when they feel the need to protect their young.

What to do

- Stop - Stay calm.
- Always alert your guide if you think you have seen an Elephant.
- Alert the lead guide in using the method you have been told to use.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- Come together as a close group.
- Make loud noises/shout if you are told to.
- Take steps back or to the side if you are told to.
- Keep focused on your guides instructions.
- The procedure will be over when you are told it is over.

What not to do

- Do not approach the animal.
- Do not run
- Do not panic.
You may be frightened but focus on your guide.
- Do not turn your back on the animal until you are told to.

ELEPHANT CHARGE

What to do

- Stand still/ Elephant will often mock charge.
- Stay as a group.
- Make loud noises if instructed.
- Do exactly as you are instructed immediately.

- At night, flash a torch in its eyes

What not to do

- Do not separate from the group.
- Do not move towards the Elephant.
- Do not play dead.

GENERAL GAME ENCOUNTERS



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

GENERAL GAME ENCOUNTERS

General game can include antelope species, warthogs, zebras, wildebeest, ostridges and others.

Your guide will give you a general game briefing during your initial briefing and prior to any walk or game drive.

What to do

- Stop - stay calm, relax and enjoy the experience.
- Keep very still and quiet until you are told to move.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- You can turn you back on general game.
- Move away from general game with their young.

- You may well see general game around camp, this is fine and normal as they are often used to people.

What not to do

- Do not approach any general game.
- Do not make loud noises as this will frighten them.
- Don't worry about alerting the guide.
- Do not walk towards the general game as they will run away.

GENERAL GAME CHARGES AND/OR STAMPEDE

What to do

- Shout loudly to scare the animal.
- Wave you hands in the air to scare the animal.
- Move out of the way quickly.

Stampede

- Move away from the stampede quickly
- Climb a tree for safety.

What not to do

- Do not move closer to the animal.





HIPPO ENCOUNTER



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

HIPPO ENCOUNTER

Never get between a Hippo and the water.

Your guide will scope out all area prior to moving the group through areas that Hippo may be.

What to do

- Stay calm.
- Always alert your guide if you think you have seen a Hippo.
- Alert the lead guide in using the method you have been told to use.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- Come together as a close group.
- Make loud noises/shout if you are told to.
- Take steps back or to the side if you are told to.
- Keep focused on your guides instructions.
- The procedure will be over when you are told it is over.

What not to do

- Do not approach the animal.
- Do not panic or run.
You may be frightened but focus on your guide.
- Do not turn your back on the animal until you are told to.

HIPPO CHARGE

What to do

- Hippos do not mock charge, so move/run quickly in the direction you are told to.
- Do exactly as you are instructed immediately.
- At night: flash your torch in its eyes

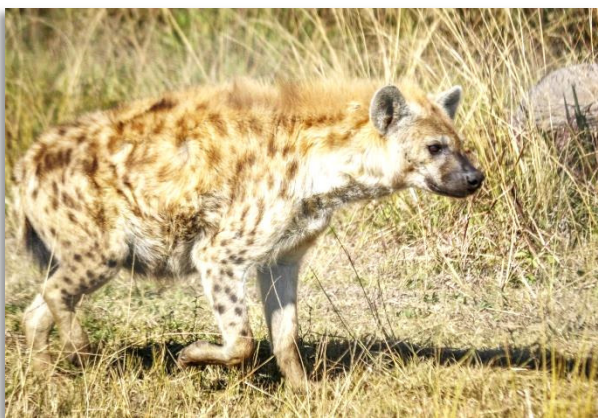
What not to do

- Do not separate from the group.





HYENA ENCOUNTER



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

HYENA ENCOUNTER

Hyenas are accomplished predators and will instinctively chase animals which run away. So do not run.

What to do

- Stop - Stay calm.
- Alert your guide if you think you have seen a Hyena.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- Come together as a close group.
- Make loud noises/shout if you are told to.
- Take steps back or to the side if you are told to.
- Keep focused on your guides instructions.
- The procedure will be over when you are told it is over.

What not to do

- Do not approach the animal.
- Do not panic or run.
You may be frightened but focus on your guide.
- Do not turn your back on the animal until you are told to.

SPOTTED HYENA CHARGE

What to do

- Stand still
- Make loud noises
- Wave your hands in the air
- Do exactly as you are instructed immediately.

- At night: flash your torch in its eyes

What not to do

- Do not run away
- Do not play dead
- Do not show your fear
- Do not separate from the group.





LEOPARD ENCOUNTER SIMILAR TO LION ENCOUNTERS



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

LEOPARD ENCOUNTER

A Leopard is a predator and will instinctively chase animals which run away. So do not run.

Leopards enjoy dense cover, often near streams or rivers and are very hard to observe.

Other animal calls and movements will alert your guide to the fact that this predator is close by.

What to do

- Stop - Stay calm.
- Always alert your guide if you think you have seen a leopard.
- Alert the lead guide in using the method you have been told to use.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- Come together as a close group.
- Make loud noises/shout if you are told to.
- Take steps back or to the side if you are told to.
- Keep focused on your guides instructions.
- The procedure will be over when you are told it is over.

What not to do

- Do not approach the animal.
- Do not run.
Running can encourage a cat's natural instinct to chase.
- Do not panic.
You may be frightened but focus on your guide.
- Do not kneel down, crouch down or lie down.
- Do not turn your back on the animal until you are told to.

LEOPARD CHARGE

What to do

- Stand still
- Unlike Lions, Leopard do not always mock charge.
- Do exactly as you are instructed immediately.

- At night, flash your torch in its eyes.

What not to do

- Do not stare at/make eye contact with a Leopard.
- Do not run.
- Do not turn your back.





LION ENCOUNTER



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

LION ENCOUNTER

A Lion is a predator and will instinctively chase animals which run away. So do not run.

It is likely your guide will see or hear the lion first and alert the group.

Other animal calls and movements can also alert your guide to the fact that a predator is close by.

What to do

- Stop - Stay calm.
- Always alert your guide if you think you have seen a lion.
- Alert the lead guide in using the method you have been told to use.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- Come together as a close group.
- Make loud noises/shout if you are told to.
- Take steps back or to the side if you are told to.
- Keep focused on your guides instructions.
- The procedure will be over when you are told it is over.

What not to do

- Do not approach the animal.
- Do not run
Running can encourage a cat's natural instinct to chase.
- Do not panic.
You may be frightened but focus on your guide.
- Do not kneel down, crouch down or lie down.
- Do not turn your back on the animal until you are told to.

LION CHARGE

What to do

- Stand still/ Lions will often mock charge.
- Shout and wave your hands
- Do exactly as you are instructed immediately.

- At night: flash your torch in its eyes

What not to do

- Do not run.
- Do not turn your back.
- Do not play dead.





RHINO ENCOUNTER



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

RHINO ENCOUNTER

Black Rhino are browsers and enjoy thick bush where they are easily startled and so can often be aggressive. White Rhino are grazers and often easy to see and avoid out on the open grasslands, and can also be aggressive. They have poor eyesight, but excellent hearing and sense of smell.

What to do

- Stop - Stay very quiet and calm.
- Always alert your guide if you think you have seen a Rhino using the method you have been told to use.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- Come together quietly as a close group.
- Make loud noises/shout if you are told to.
- Take steps back or to the side if you are told to.
- Keep focused on your guides instructions.
- The procedure will be over when you are told it is.
- At night: flash your torch in its eyes

What not to do

- Do not approach the animal.
- Do not panic or run.
You may be frightened but focus on your guide.
- Do not make a sound.
- Do not turn your back on the animal until you are told to.

RHINO CHARGE

What to do

- Get out of the way of the Rhino immediately.
- Do exactly as you are instructed.
- At night, shine a torch in its eyes

What not to do

- Do not make any noise.
Rhino will charge at what they can hear or smell.



SNAKE ENCOUNTER



Reminders for every animal encounter

- Pay attention during your preparations sessions.
- Pay attention to your briefings and follow instructions.
- Do not approach any animal for any reason unless told to.
- Ask questions in camp or during the walk or drive if you feel you need a reminder of the procedures.

SNAKE ENCOUNTER

Treat every snake on the ground or in a tree with caution and give it plenty of space.

Snakes will not waste their venom on people unless they have to, and will generally move away from you.

What to do

- Stop - Stay calm.
- Always alert your guide if you think you have seen a snake using the method you have been told to use.
- Listen to and act on the instructions of the lead guide and observe his/her hand signals.
- Take steps back or to the side if you are told to.
- Keep focused on your guides instructions.
- The procedure will be over when you are told.

What not to do

- Do not approach the snake.
- Do not try to pick the snake up.
- Do not poke the snake with a stick.
- Do not corner or trap the snake.
- Do not panic.
You may be frightened but focus on your guide.
- Do not turn your back on the animal until you are told to.

SNAKE STRIKE

What to do

- Move slowly away from the snake
- Remember what the snake looks like (body pattern/ head shape/ colour)
- Do exactly as you are instructed immediately.

What not to do

- Do not make sudden movements.
- Do not run if you are bitten



INCIDENT MANAGEMENT

Non-Emergency

These are incidents that might be considered 'minor' yet cause concern.

Examples may include but not be limited to:

Emotional distress, minor injury, a hostile exchange between individuals, bullying, verbal abuse, minor property damage or minor environmental damage.

Emergency

These are traumatic events and events that happen outside of our normal range of experiences.

Examples would include but not be limited to:

Serious personal injury, serious environmental damage, physical fighting between individuals, natural disaster such as fires and flooding

SOP for Incident Management

- 1) First Aid on trek
- 2) First Aid in camp
- 3) Ambulance to camp
- 4) Meet ambulance half way
- 5) Fastest overland route to hospital
- 6) Helicopter evacuation



Specific prevention, roles and response methods

- Recognising and Coping with Psychological Health Issues
- Roles and Responsibilities
- Golden Rules In The Event Of An Incident
- Details to Provide to UK AWT Home Agent and SMT
- Documentation and Record Keeping
- Communication
- Contacting UK Medical Support
- Missing Person – Built-up/Urban Areas
- Missing Person – Remote Areas
- Illness or Injury
- CASEVAC
- Helicopter information
- Altitude sickness
- Death of an individual
- Arrest of a group member
- Venture Leader Incapacitated
- Team stuck on a trek

- Split Team
- Assault / Rape
- Earthquake
- Severe Weather and Natural Disasters
- Civil Unrest
- Repatriation
- Red Carding a group member
- Parental/Family Contact
- Post Incident Management
- Medical Equipment Letter
- Drugs Usage
- Medical Kit Contents
- Common Infections
- Respiratory Tract Infections
- Diarrhoea 1
- Diarrhoea 2
- Malaria
- C-Spine Evaluation
- Neurological Exam

Recognising and coping with psychological health issues

Ventures put people in situations that are outside of their comfort zone. This can often bring great benefits to the individual, but in some cases can lead to psychological stress. If the individual has a history of psychological health issues, then this environment can exacerbate their symptoms and cause an episode.

If this happens then they will need the full support of the Leadership Team. The following information details some of the key behaviours and warning signs to look out for. It is important to remember that situations such as this will need to be handled with delicacy and discretion to avoid making it worse.

Changes in behaviour

- Withdrawing from others
- Angry outbursts
- Self-harm
- Repeated checking of kit and clothing
- Crying
- Risk taking
- Flouting of rules
- Excessive spending
- Heavy drinking/drug use
- Forgetfulness
- Avoiding meal times (not change in appetite, but avoidance)
- Avoiding taking breaks
- Excessive twitching/fidgeting
- Constantly going to the bathroom after meals

Changes in communication

- Talking too fast
- Not talking
- Altered patterns of speech – flight of ideas, thought disorder
- Not being able to find the words

Changes in mood

- Low
- High
- Changeable
- Incongruous (inappropriate)
- Irritable

Changes in physical health

- Appetite
- Sleep
- Energy & activity
- Pains & aches
- Medically unexplained symptoms

Changes in perception

- Strange thoughts & beliefs
- Seeing things
- Hearing voices

Drugs to look out for in individual medical kits

- Diazepam
- Chlordiazepoxide
- Temazepam
- Clozaril
- Zyprexa
- Risperdal
- Prozac
- St John's Wort
- Zoloft
- Lexapro
- Wellbutrin
- Paxil
- Look out for stockpiling of lesser drugs such as paracetamol

If you suspect psychological health issues, then it is important that you talk to the individual. Ensure that you put the person at ease, be clear and direct and make sure that you safeguard the place and time from interruptions and distractions. It is important that you have a suitable additional adult in the meeting with you and that you let the individual know that if they tell you something that leads you to be concerned about their safety or wellbeing that you will have to pass it on. You will need to find out how long it has been going on, if it has ever happened before and try to figure out what triggers it. The “big 5” to ask about are:

- Sleep
- Appetite/eating
- Alcohol/drugs
- Strange experiences
- Suicide

If after talking to them, you feel that the individual is suffering from psychological health issues then you should contact the SMT who will in turn contact the individual's NOK and if needed can organise a session with a trained professional. This may be either through RMS counselling service or via the individual's personal psychological health worker if they have a history. Remember that counsellor contact will not be instant, so you will need to pay particular attention to this young person, noting any further changes in behaviour prior to the counsellor's phone call.

Roles and Responsibilities

- Scene controller, First Aid and logistics
- Other adult leaders/school staff: Pastoral care of students, support the Expedition Leader

Golden Rules In The Event Of An Incident

- Contact the AWT Home Agent and SMT as soon as is practicably possible
- Provide full details of the incident
- Keep a written record of actions taken to date
- Ensure safety of others and reduce panic and distress to a minimum
- No press contact without UK authorisation
- Refer to Section 4 for a SITREP report template
- Follow the procedures below as closely as possible

Details to Provide to UK AWT Home Agent and SMT

- Location of event, current location of casualty/ies, current location of all on expedition
- Time of event, time elapsed
- Full report on exactly what happened
- Medical report in full where necessary
- Evacuation details where necessary
- Perceived local reaction
- Any other relevant information
- Refer to **Section 4** for an Incident Report Form (IRF)

Documentation and Record Keeping

It is essential that detailed records are kept throughout the incident. This includes logging all calls, emails, conversations with other staff, key decisions and any other relevant information and must include times and dates. It may also be necessary, depending on the incident to take photos of the scene. The incident log is for AWT internal use and not to be distributed to outside agencies without written authorisation from the Director.

See 'Section 4: - Forms' for blank copies of all necessary documents

Communication

- The Venture Leader is to call the UK Home Agent immediately in the first instance and then the organisations SMT to activate insurances.
- All individuals mobile phones are to be taken in to ensure that only accurate information is sent out to the school and NOK UK SMT Lead call the individuals NOK to allow Expedition Leader freedom to manage the incident

Contacting UK Medical Support

Regardless of the individual's experience and/or training, with the exception of doctors, no AWT leaders are qualified to administer drugs/medications. It is therefore essential that prior to any drugs or medications being handed out to any individual the staff member in charge of the situation must first contact the 'UK Medical Support.' Once clearance has been given, then drugs/medications can be administered in accordance with the over the phone prescription that has just been made.

If drugs/medications have been administered this must be logged using the forms in Section 4.

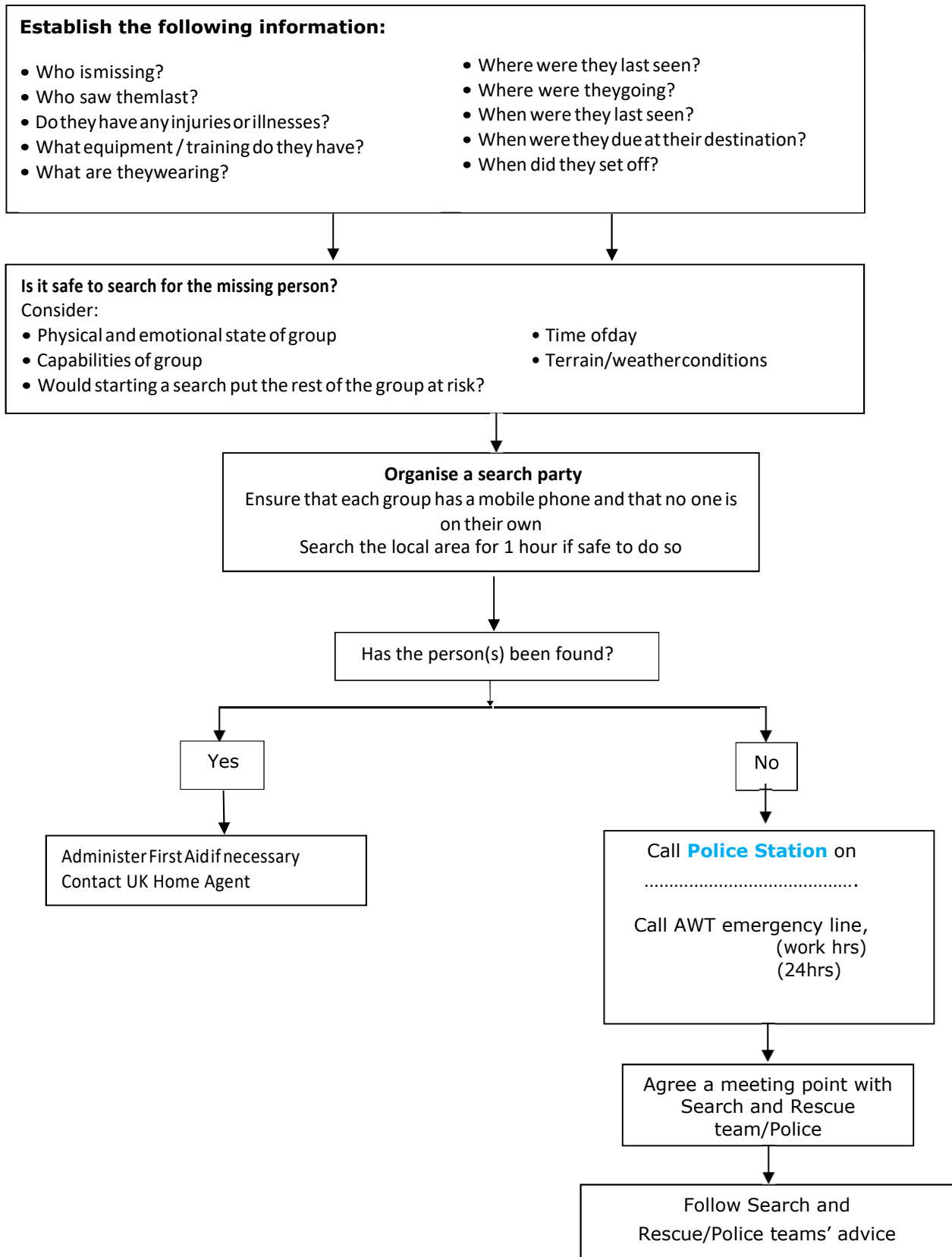
If the UK Medical Support Dr is contacted at any time, the Expedition Leader needs to contact the UK SMT and give the following details:

- Identify which team/expedition
- Reason for contacting Medical Support
- Individual's details
- First Aid/drugs administered
- Current state of situation

For non-critical cases this information can be sent as a text to the UK Home Agent at the earliest opportunity.

For any serious events, phone the UK SMT.

Missing Person – Built-up/Urban Areas



Missing Person – Remote Areas

Establish the following information:

- Who is missing?
- Who saw them last?
- Do they have any injuries or illnesses?
- What equipment / training do they have?
- What are they wearing?
- Where were they last seen?
- Where were they going?
- When were they last seen?
- When were they due at their destination?
- When did they set off?

Is it safe to search for the missing person?

Consider:

- Physical and emotional state of group
- Capabilities of group
- Would starting a search put the rest of the group at risk?
- Time of day
- Terrain/weather conditions

Yes

Contact UK AWT Home Agent

Decide on an appropriate search pattern:

- Trail search
- Line Search
- Watercourse Search
- Radial Search

No

Call Police Station:

Call AWT UK Home Agent:

Agree a meeting point with Search and Rescue team

Follow Search and Rescue Team

Search for 1 hour

Consider:

- What is the terrain/conditions like?
- How long has the person been lost?
- How many people are available?
- When will you review your plan?
- What type of search is most appropriate?
- What will you do once the victim is found?
- What help can you call upon, and when will it arrive?
- What equipment will searchers need to take?
- Where will you start looking?
- How big an area will you need to search?
- How long might it take to find the lost party?
- How will you communicate within the search party?

Has the person(s) been found?

Yes

No

Administer First Aid if necessary
See 'Illness/ Injury'

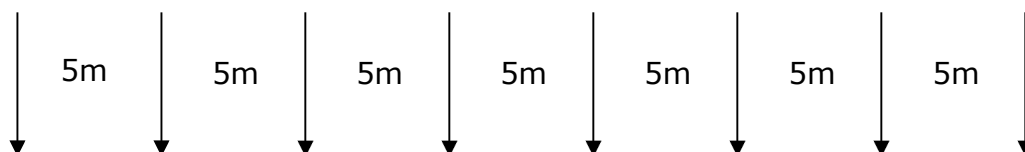
Call AWT UK Home Agent:

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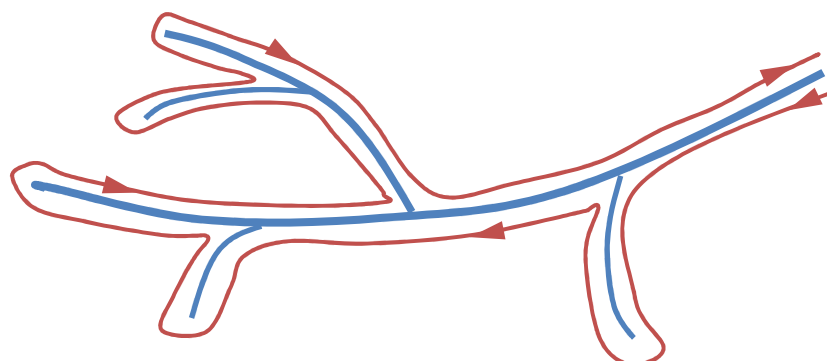
There are many ways to search in the bush, woodland or forest and which method is used will depend on a number of factors including terrain, location last seen, injuries or illness, and the number of searchers available.

In all cases the following points are critical:

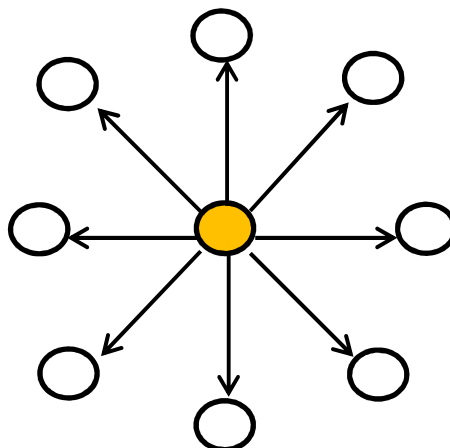
- Keep the rescue team safe and under control at all times. The last thing you want is to lose one of the searchers as well
- Ensure that there is only one search coordinator. If there is someone around who is familiar with the area, get them to help you
- Make a plan and follow it
- Consider seeking extra help sooner rather than later
- Pass regular updates of the situation and your intentions to the Field Base
- Remember that the lost party may be signalling, so make sure the searchers stop and listen at intervals
- **Trail search** - usually the first search attempt and one of the most effective and safe. Teams are sent off to follow trails. All trails must be marked as they are searched (coloured tape is the best method), and teams must be given a cut-off time
- **Line search** - the most basic and commonly used search for covering a relatively small area. It is difficult to keep the line straight. Searchers need to keep contact with the person on either side, and listen to instructions from the search leader



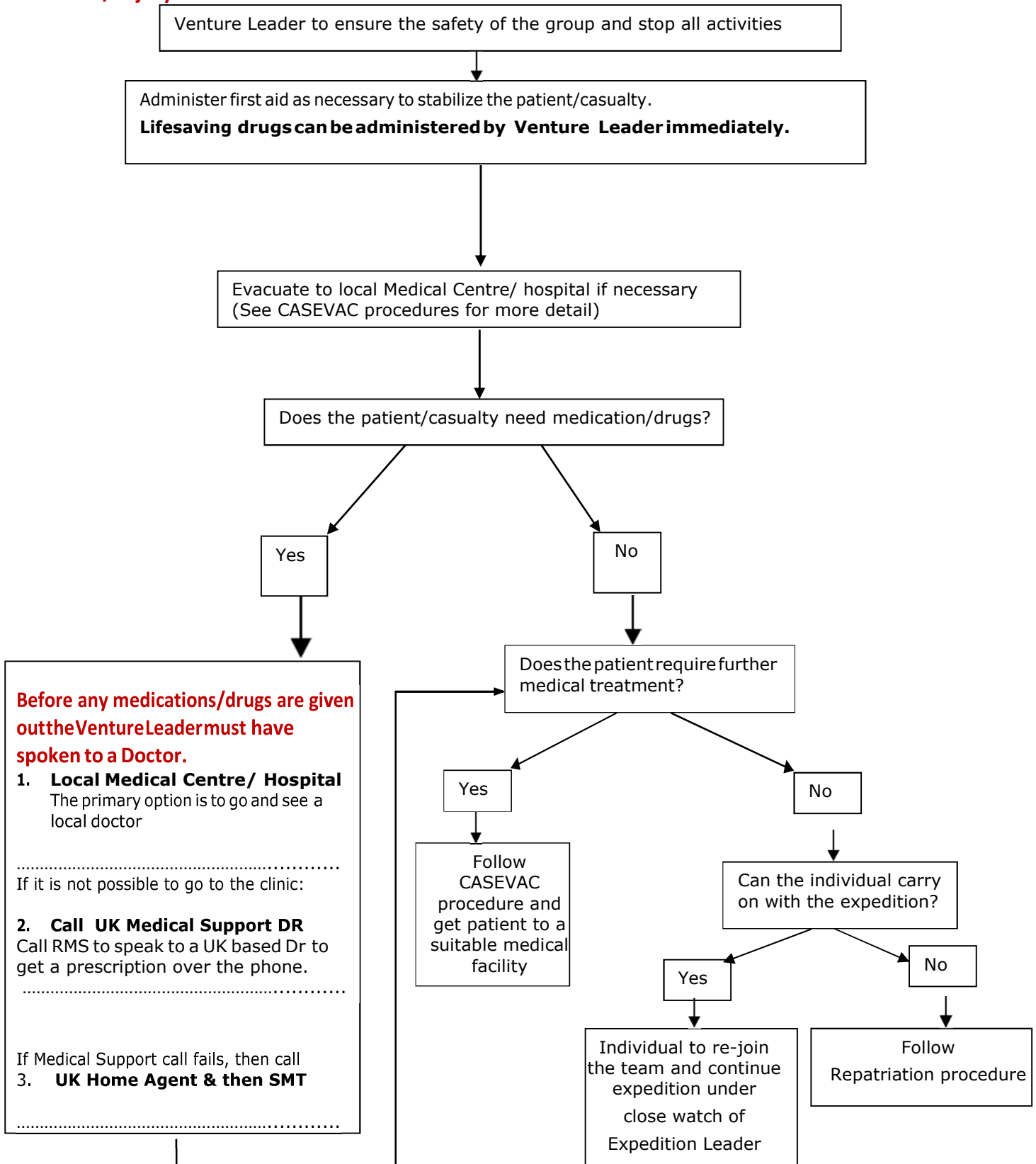
- **Watercourse search** - In buddy pairs, this is used when the victim has been missing for some time and is likely to have made their way to a water source. This can be very difficult in many locations as river banks are steep and overgrown as well as being prone to floods. Often you will have to walk in the river itself.
- You must be sure NOT to put yourself in a dangerous situation as well when walking in the water or crossing.



- ☐ **Radial Search** - In buddy pairs, on bearings of 45 degrees (i.e. North, North East, East, South East etc.) to specified distances to look for signs of the victim.
- ☐ The buddy pair then return to the centre of the radial search to report their findings to the search leader.

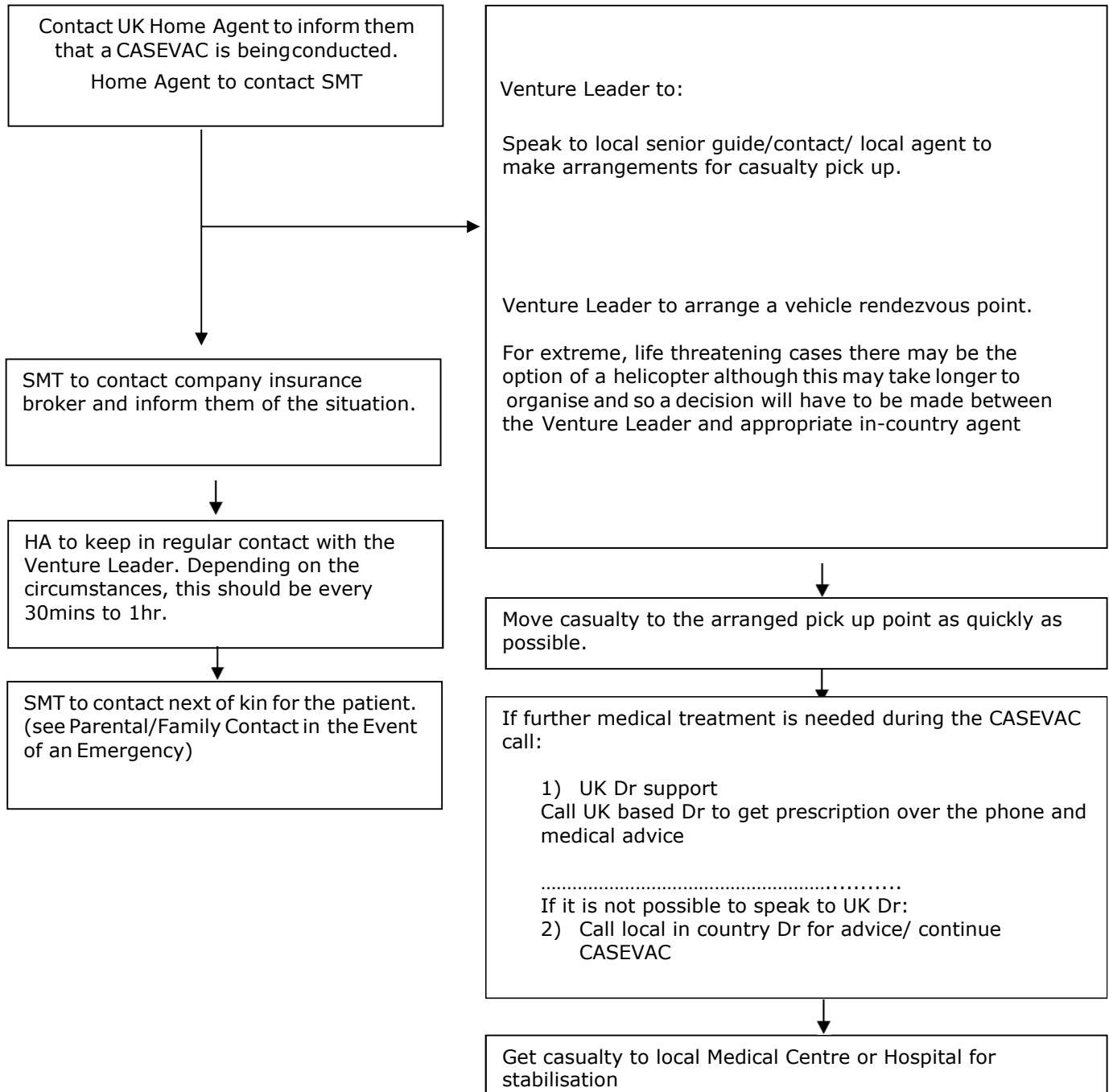


Illness/ Injury



CASEVAC

By this stage the patient should have been stabilised as much as possible *in situ* and now needs to be moved to a medical facility. The speed and method of CASEVAC will greatly depend on the current position of the team and the prevailing weather conditions.

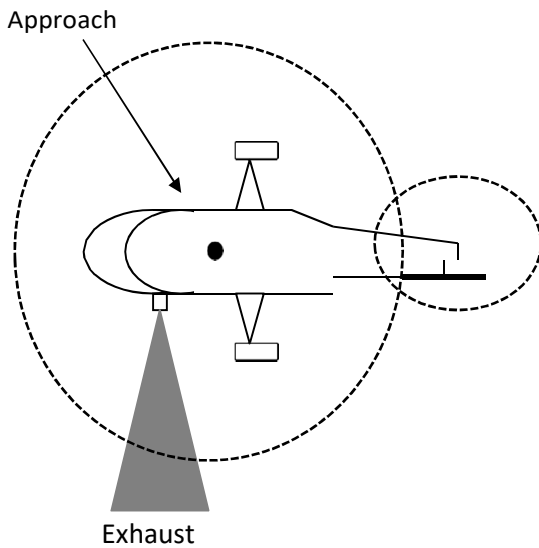


Helicopter Information

Landing Area

- The size of the Helicopter Landing Site (HLS) depends on the model/size of the helicopter.
- HLS's must be flat, clear and as large as possible. As a guide, 50m by 50m would be suitable.
- Make sure there are no loose items that may either be blown away by the down wash or sucked into air intakes.
- The pilots benefit from a visual marker such as an orange bivi bag laid out and weighted down on the edge of the HLS.
- Keep all spectators well clear.
- Only approach the aircraft when indicated to do so from the aircrew. Never walk around the back of a helicopter. Keep well clear of tail rotor and engine exhausts.

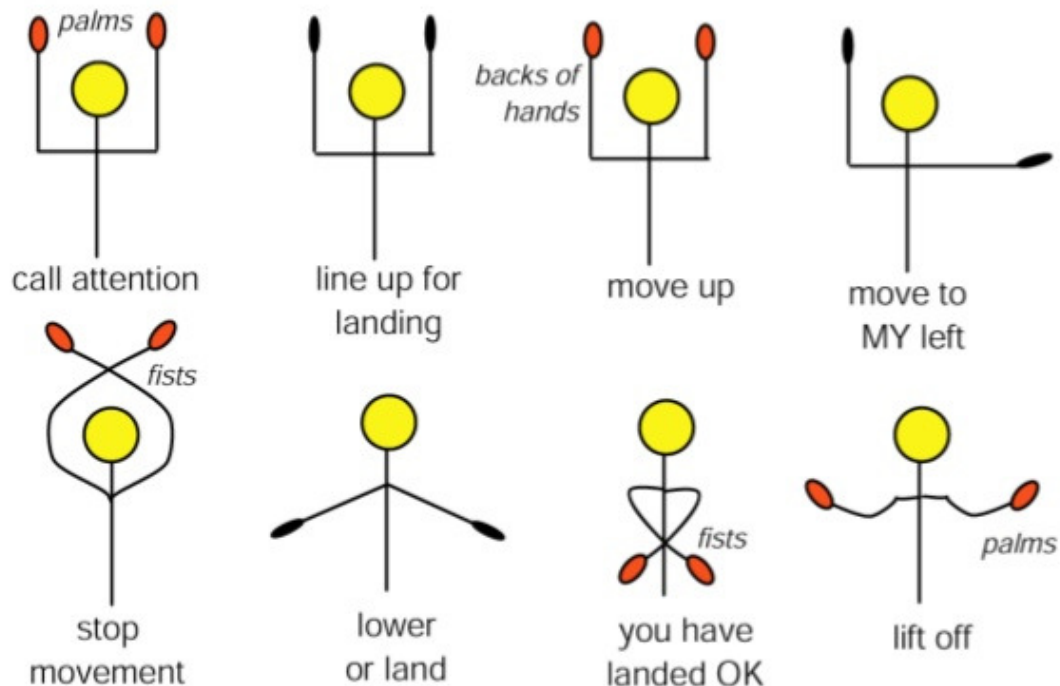
Approach Diagram and Hand Signals



Approaching a Helicopter

- Follow the crews instructions at all times
- Hunch down when approaching the helicopter and carry your rucksack, do not have it on your back.
- Approach from the side opposite the exhaust
- Keep all group members at a safe distance and approach the helicopter one at a time
- Hats to be taken off and sunglasses put on

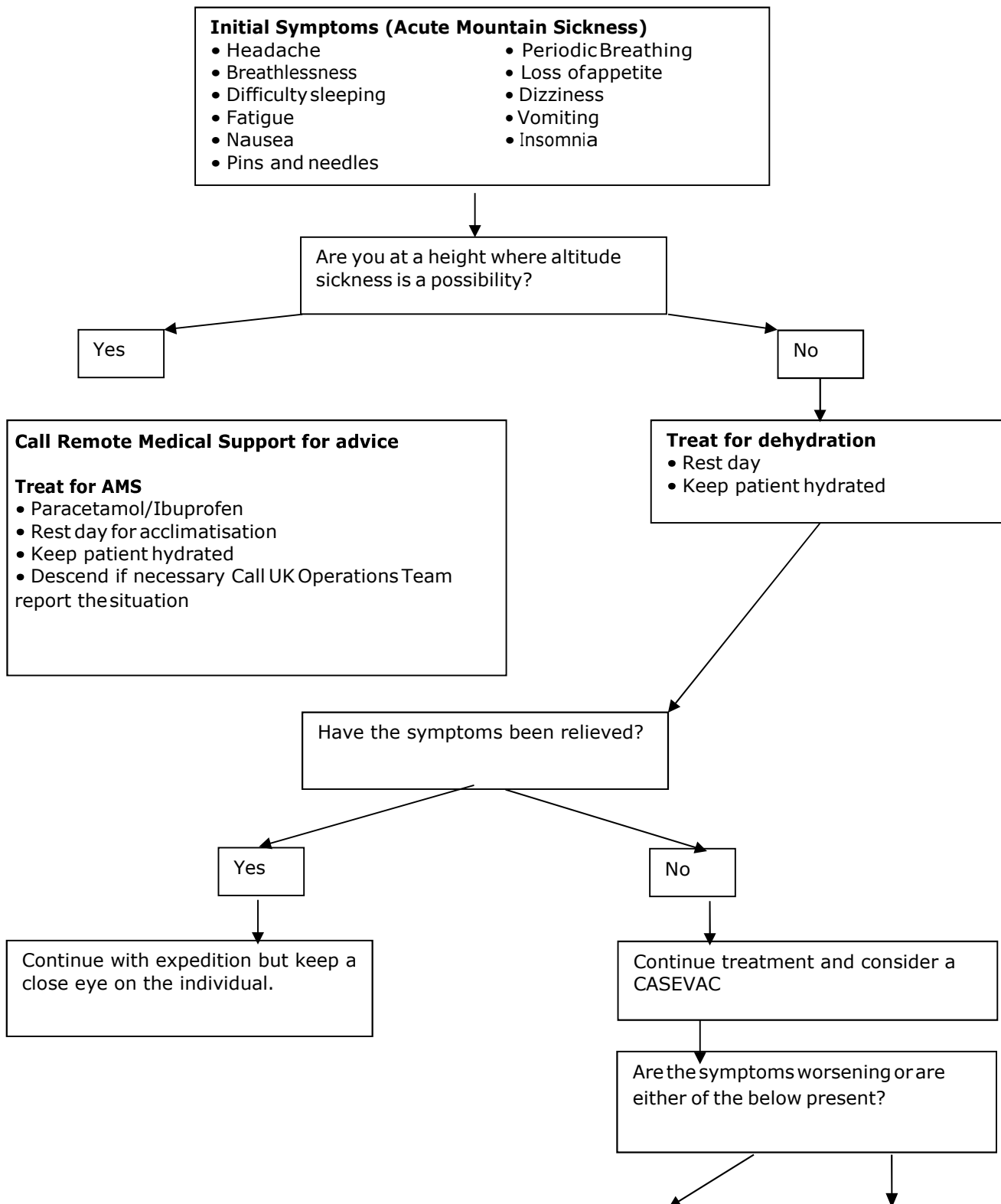
HAND SIGNALS FOR HELICOPTER LANDING GUIDANCE

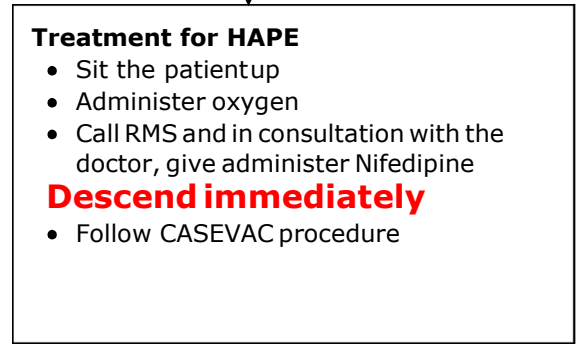
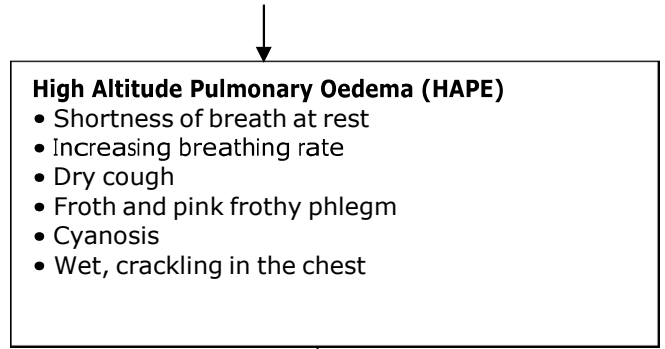
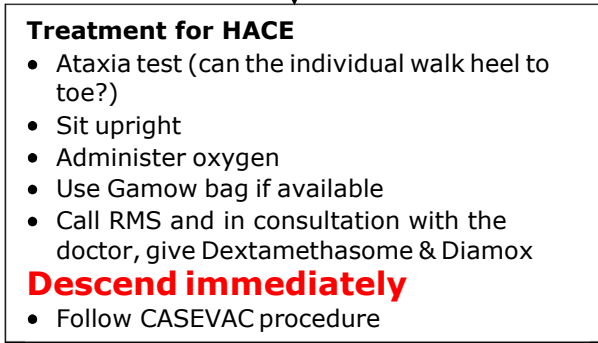
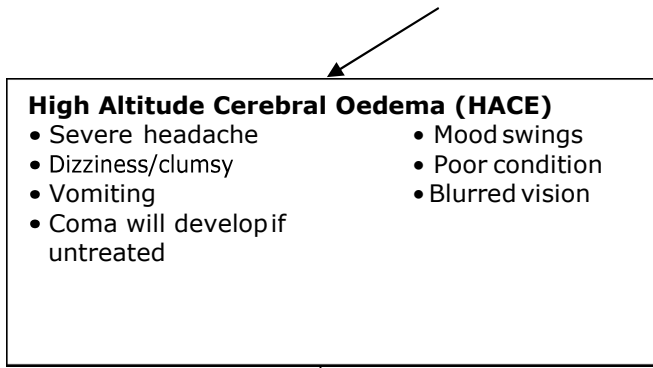


Altitude Sickness

Altitude Classifications

Permanent survival impossible to maintain	>5,800m 33% of O ₂ found at sea level	Extreme altitude
Altitude illnesses common	3,500 – 5,800m	Very high altitude
AMS common with rapid ascent	2,500 – 3,500m	High altitude
AMS possible but rare	1,500 – 2,500m	Intermediate altitude
	0 – 1,500m	Low altitude



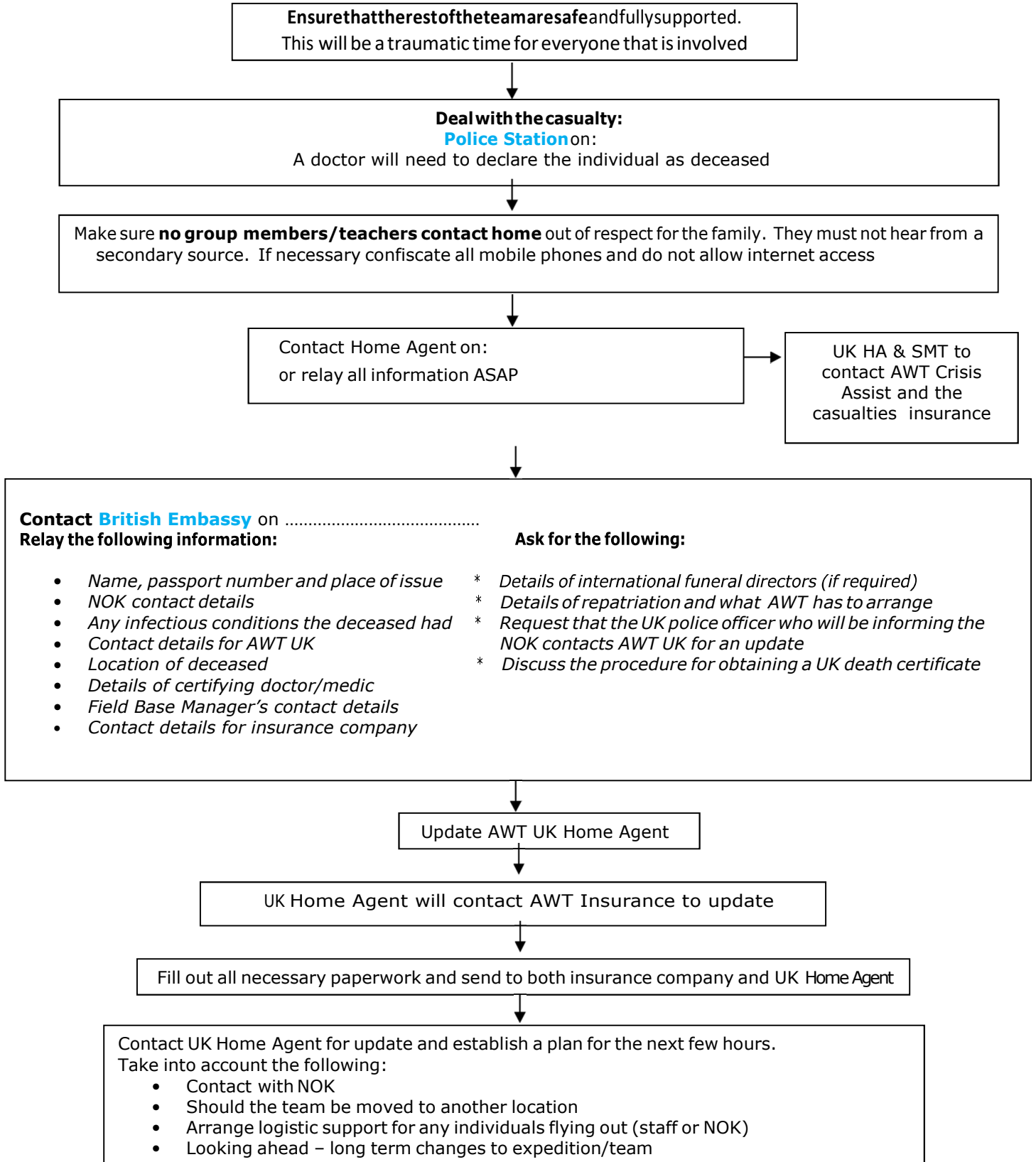


To help determine if an individual is showing signs of altitude sickness use the Lake Louise Score Sheet (LLSS) below:

Symptom	Score
Headache:	
No headache	0
Mild headache	1
Moderate headache	2
Severe headache	3
Gastrointestinal symptoms:	
None	0
Poor appetite or nausea	1
Moderate nausea or vomiting	2
Severe nausea or vomiting	3
Fatigue and weakness:	
Not tired or weak	0
Mild fatigue/weakness	1
Moderate fatigue/weakness	2
Severe fatigue/weakness	3
Dizziness and light-headedness:	
Not dizzy	0
Mild dizziness	1
Moderate dizziness	2
Severe dizziness, incapacitating	3
Difficulty sleeping:	
Slept as well as usual	0
Did not sleep as well as usual	1
Woke many times, poor sleep	2
Could not sleep at all	3
TOTAL	

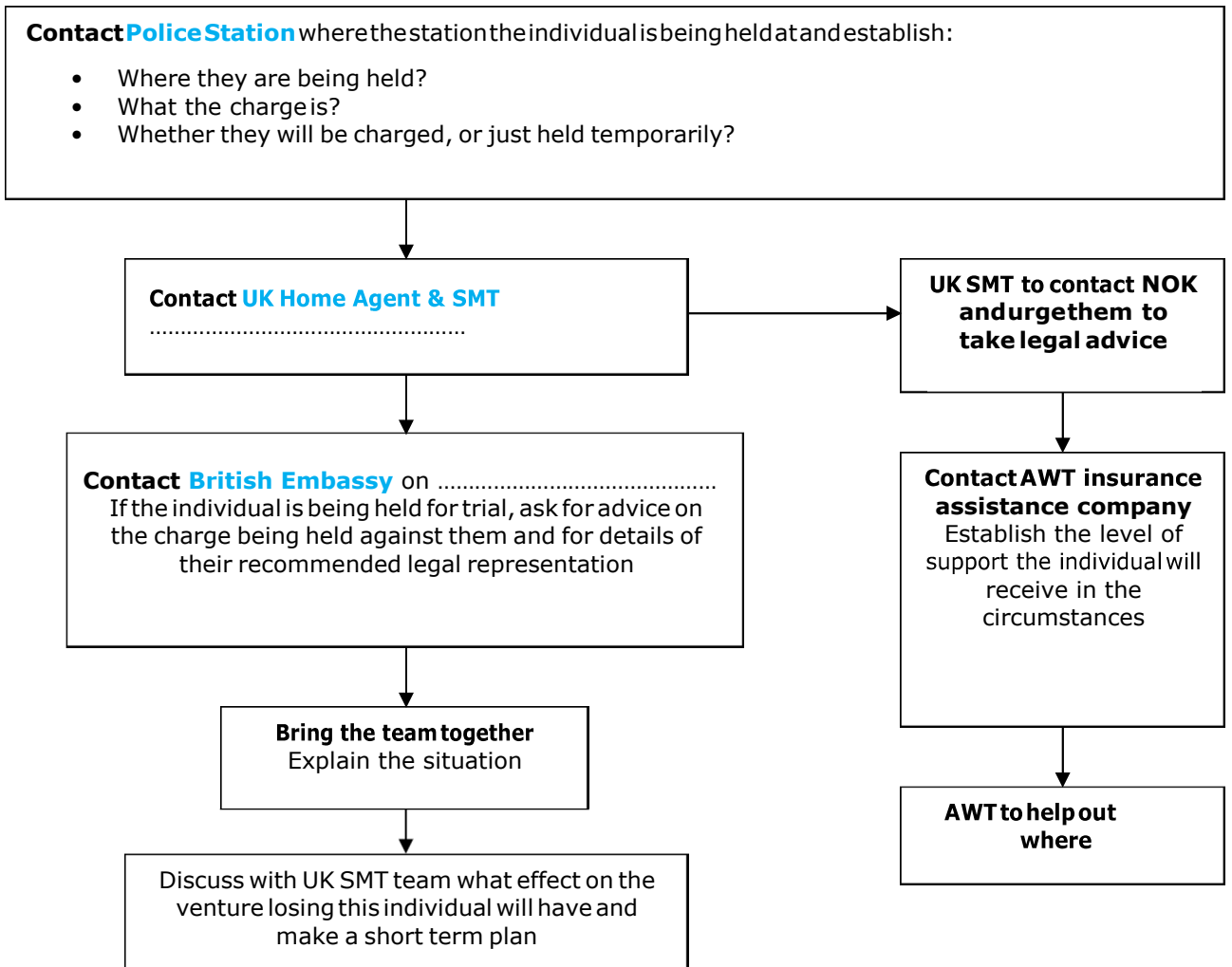
A total score of 3 to 5 indicates mild AMS. A score of 6 or more signifies severe AMS.

Death of an Individual

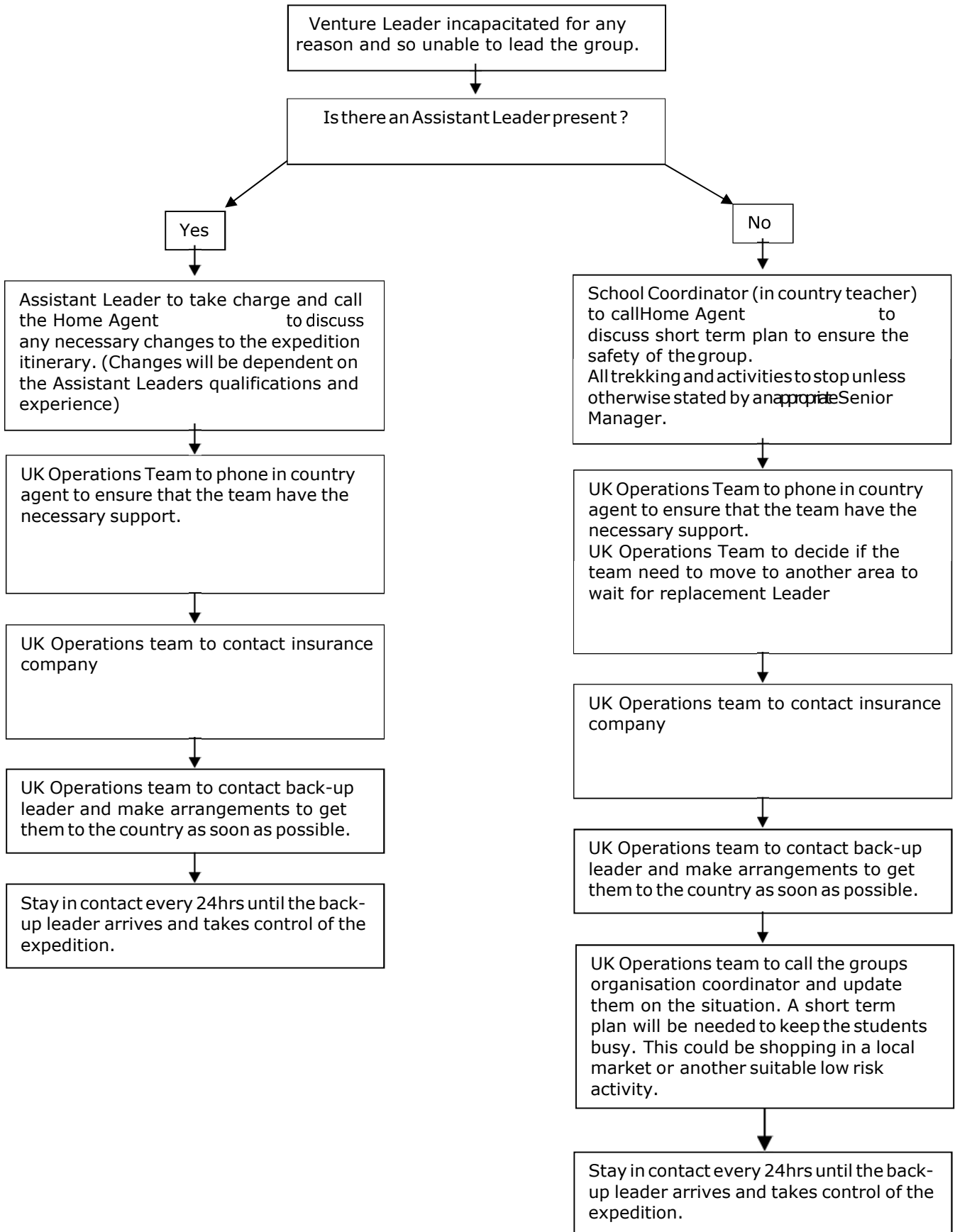


NB: To be involved in an incident such as this cannot fail to have a serious effect on anybody. Try to keep up to speed on every team member's mood and give them as much support as you can. Also encourage them to support each other and/or speak to a counsellor through Remote Medical Support account. AWT should offer to fly NOK out to the area.

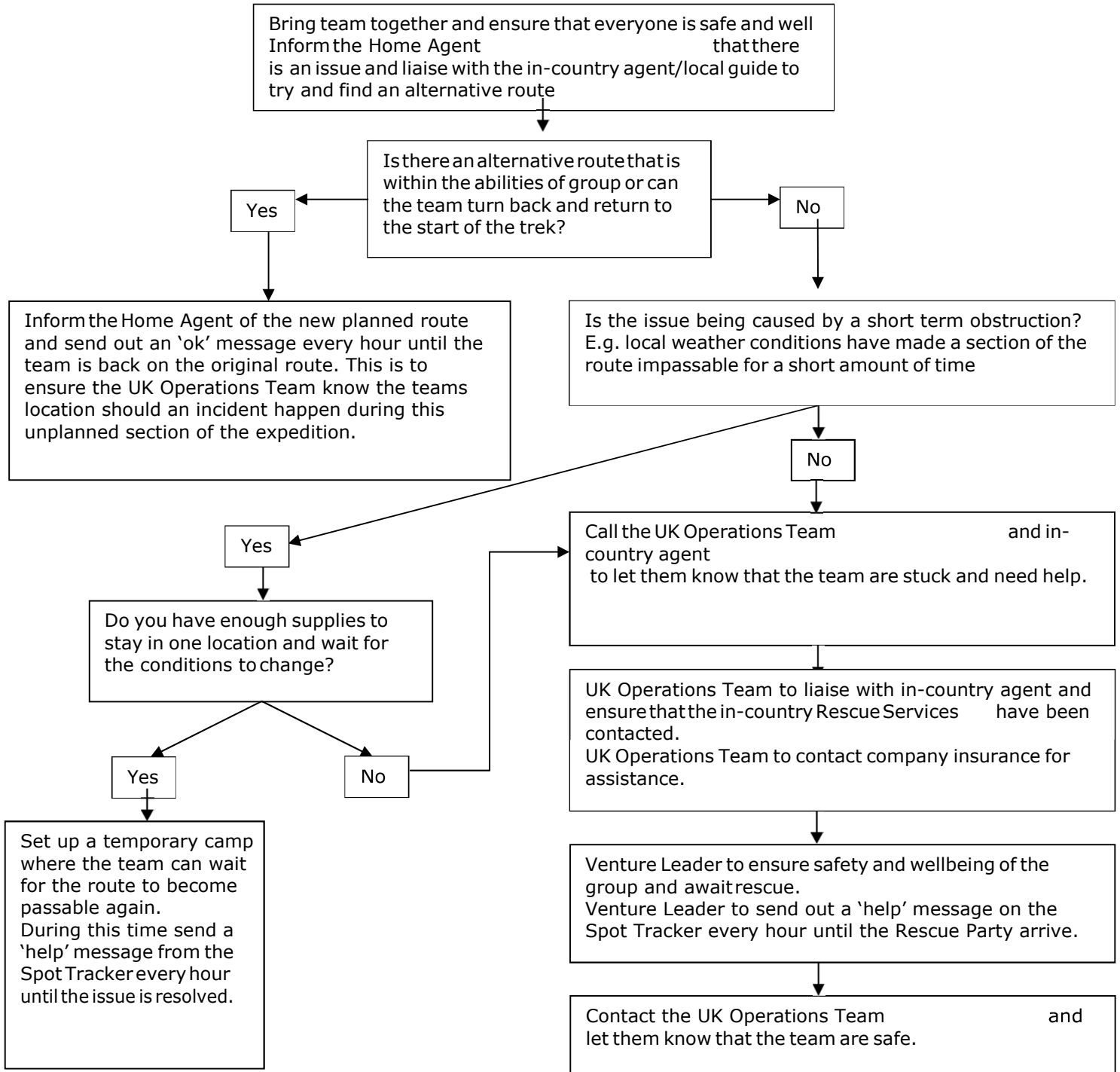
Arrest of an Individual



Venture Leader Incapacitated

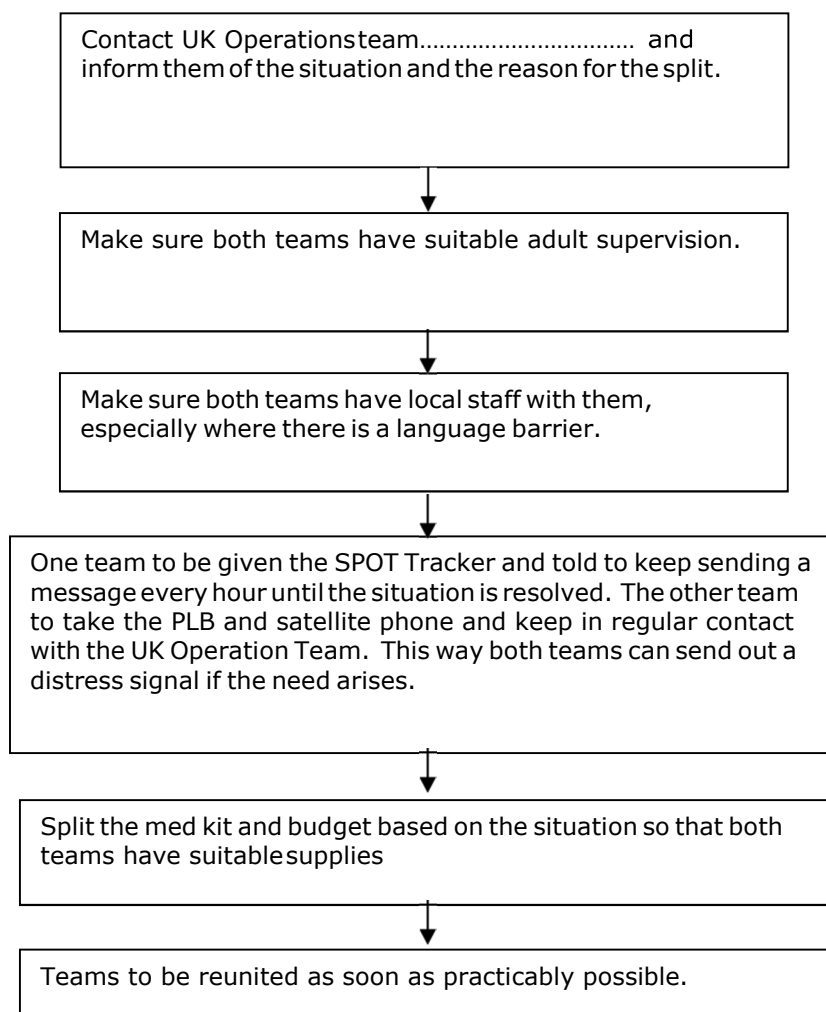


Team Stuck on Trek



Split Team

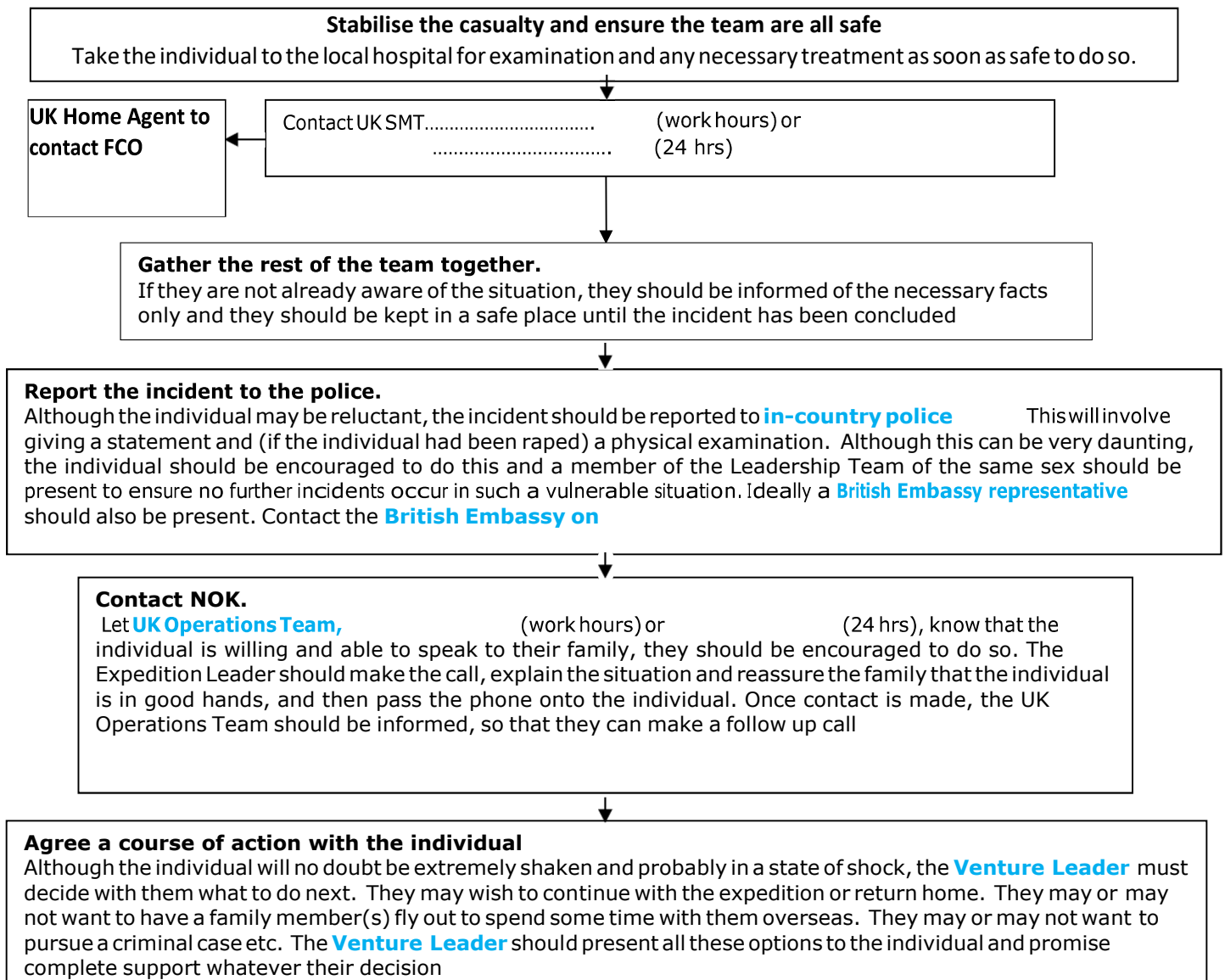
In rare circumstances it may be necessary for the team to split. If this is the case then suitable precautions need to be made, in particular regarding communication equipment.



Points to consider:

- ☐ Do the planned activities need to stop until the team has been fully reunited?
- ☐ Is there adequate technical knowledge with both teams for the plans that have been put in place to continue?
- ☐ Is there suitable First Aid knowledge with both teams?

Assault - Rape



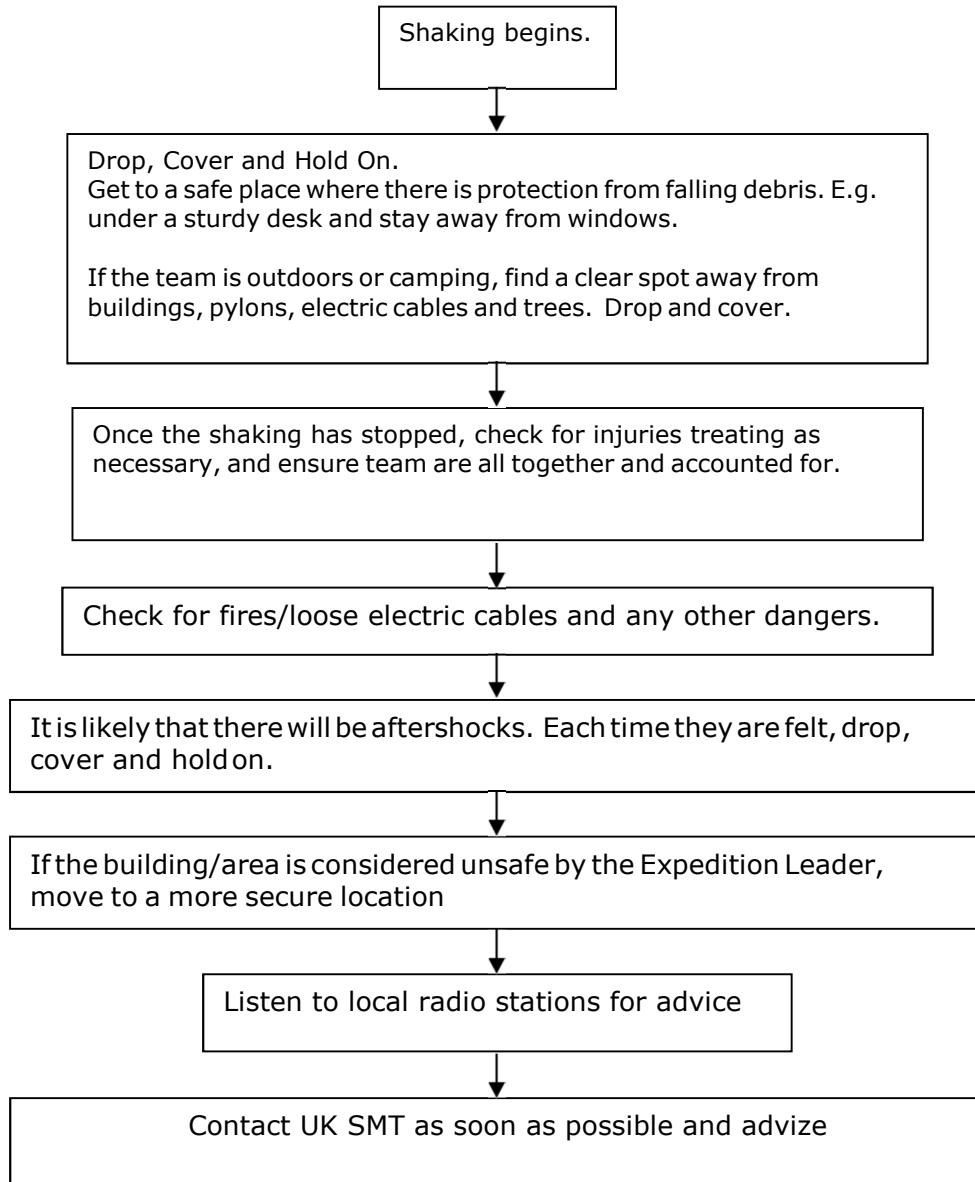
Other factors to consider:

- Be very aware of the effect this has had on the rest of the group. A situation such as rape will have different effect on different individuals; some will be scared, others angry and others may not know how to react. Make sure no one is suffering in silence and everyone receives support if they require it. Offer counselling services to all of the team
- Counselling for the individual. If the individual does choose to continue with the expedition, suggest to them that they should consider taking part in some counselling sessions via RMS.

Earthquake

If the expedition is taking place in an area known to be affected by earthquakes, it is important for the Expedition Leader to consider an appropriate plan of action to be taken in the event of an earthquake: **Consider the following points:**

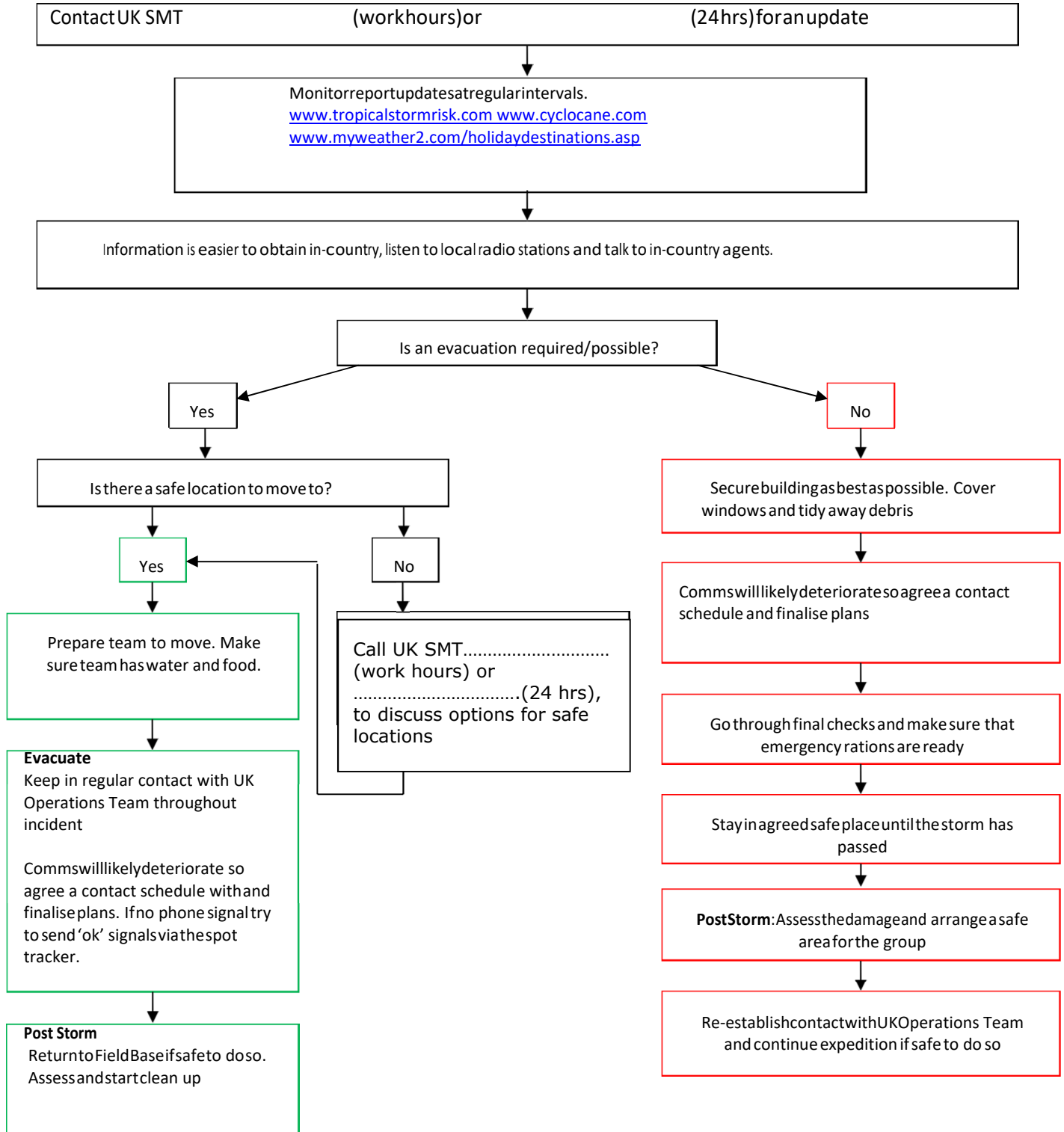
- Has each room that the group are using got a safe place that can protect from falling debris?
- Will the group know to drop, cover and hold on, protecting their eyes by pressing their face against their arms?
- Does the team have enough water to last at least a 24hr period?
- Tell the group to keep their torches and sturdy shoes by their bed at night.



Severe Weather and Natural Disasters

During hurricane season the UK Home Agent will monitor weather reports for any upcoming cyclones in the area. If any are seen the UK Operations team will contact the Venture Leader to relay the necessary information.

If the team is likely to be in the path of a cyclone the following procedure is to be followed:



NB:
All costs incurred in replacing a passport will be met by the individual responsible for the loss (AWT can/will pay initially and invoice the individual post venture).

Remember it may take up to 7 days to obtain a new passport. If the team is due to fly home before re-issue, the team member plus a member of the Leadership Team may have to stay behind.

Civil Unrest

Dangerous instances of civil unrest occur with frightening frequency in many foreign countries. In certain countries, especially those undergoing fierce political change, it can happen for a variety of reasons. Most incidents of civil unrest are, however, usually related to labour disputes or social and political issues.

Avoid or reduce the threat

- If you intend on visiting a potentially volatile region, familiarise yourself with the place you intend to visit. Try to find out if there have been any recent violent demonstrations at your destination. Find out what the demonstrations were about and how the authorities handled them. In some countries the authorities do not tolerate dissent and use excessive force.
- Keep abreast of current news and contact Operations Room for regular updates if you are in a volatile area.
- The Operations Room will register your movements with your embassy.
- If you hear that a demonstration is taking place, avoid the area or stay in your accommodation until you are sure that it is safe to go out.
- Before you go out, establish where the demonstration has taken place, and if possible avoid the area. Take along and consult a map so that you will know where you are at all times.
- If you come across a demonstration, don't become inquisitive. Just leave the area and find another route to your intended destination.
- Should you need to go to an area which experiences a lot of demonstrations, try not to go alone. Where possible take someone with you, and operate as a team, looking out for each other. Keep close and maintain visual contact.
- Avoid any place where police or security forces action is in progress.

If caught in a civil disturbance

- If you find yourself caught up in a demonstration, keep to the edge of the crowd where it is safer. Try not to be identified as being one of the demonstrators by keeping well away from the leaders/agitators.
- At the first opportunity break away and seek refuge in a nearby building, or find a suitable doorway/alley and stay there until the crowd passes.
- When leaving the fringe of the demonstration just walk away – don't run, as this will draw attention to you.
- In the event that you are arrested by the police/military do not resist. Go along peacefully and contact the Operations Room/embassy to help you resolve your situation
- If you are caught up in the crowd, stay clear of glass shop fronts, stay on your feet and move with the flow.
- If you are swept along in the crush, create a space for yourself by grasping your wrists and bracing your elbows away from your sides. Bend over slightly - this should allow you breathing room.
- If pushed to the ground, try to get against a wall and roll yourself into a tight ball and protect your head with your hands until the crowd passes.
- Remember to keep calm - the crowd should sweep past in a short space of time.
- If shooting breaks out, drop to the ground and cover your head and neck, and lie as flat as you can. Find substantial cover.

In Accommodation

- Accommodation could be a hotel, guest house, apartment or house.
- Do not leave the accommodation and go into the street.
- Contact your embassy (or any friendly embassy) and advise them of your situation and whereabouts.
- On hearing gunfire or explosions outside, stay away from the windows. Do not be tempted to watch the activity from your window. Draw the curtains or blinds to prevent shards of broken glass entering.

- If you are in premises which have doors or windows opening on to the road side of the property, ensure that all windows and external doors are closed and locked.
- Sleep in an inside room which will provide greater protection from gunfire, rocks, grenades etc.
- If you are in business premises, secure your area (lock doors and safes; remove files, vital records and expensive equipment to a safer part of the building).
- If a demonstration is taking place outside your hotel, liaise with hotel management to keep updated on the situation outside the hotel.

Action after an incident

- If it is unsafe to stay where you are seek a place of safety in a less volatile area.
- If you have suffered injury seek medical assistance. Report any loss or damage to your property to the police.
- Report your situation or whereabouts to family/friends/business associates.
- Report incidents to local police and obtain a report reference.
- Where applicable, report and claim on insurance.

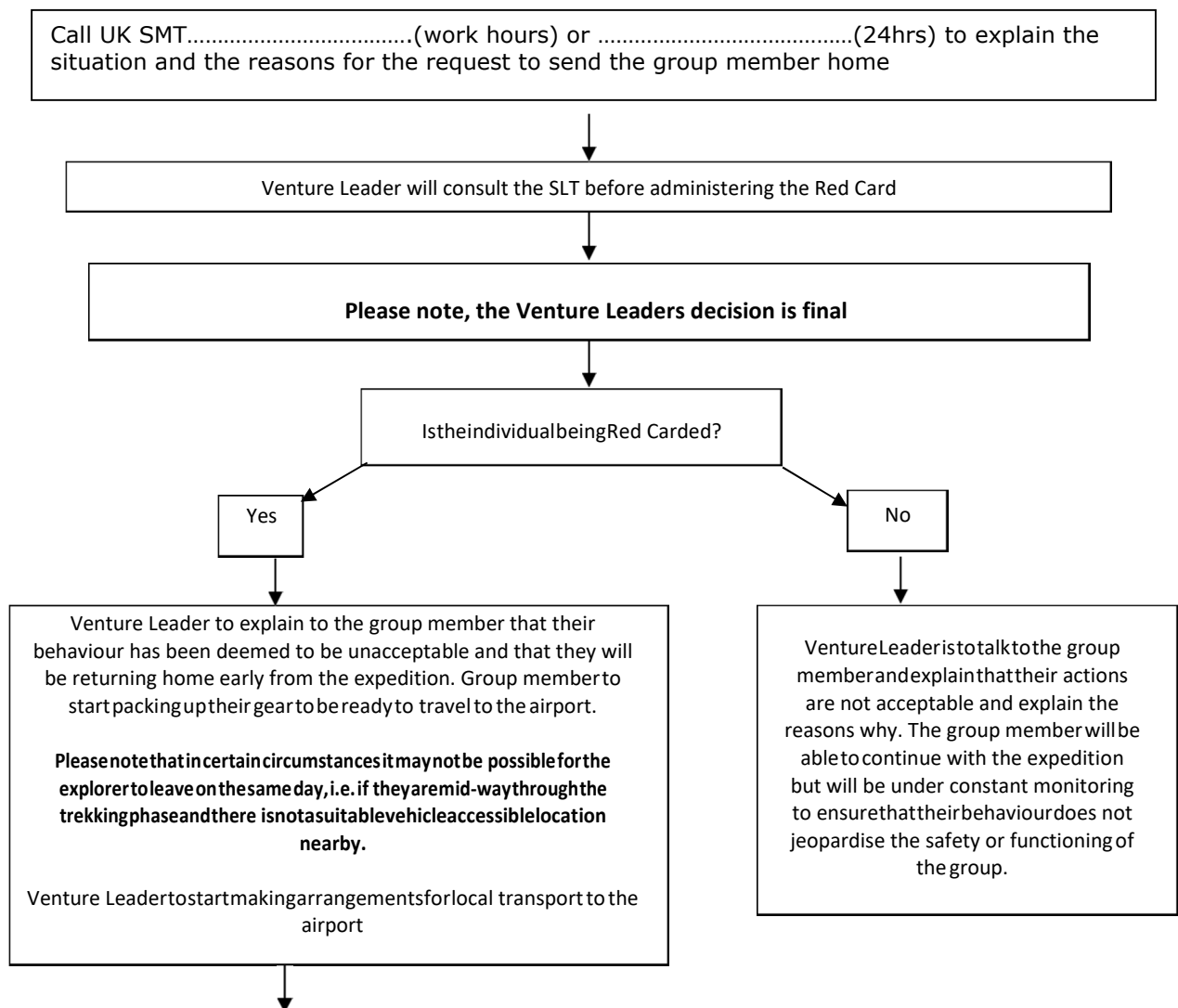
Repatriation

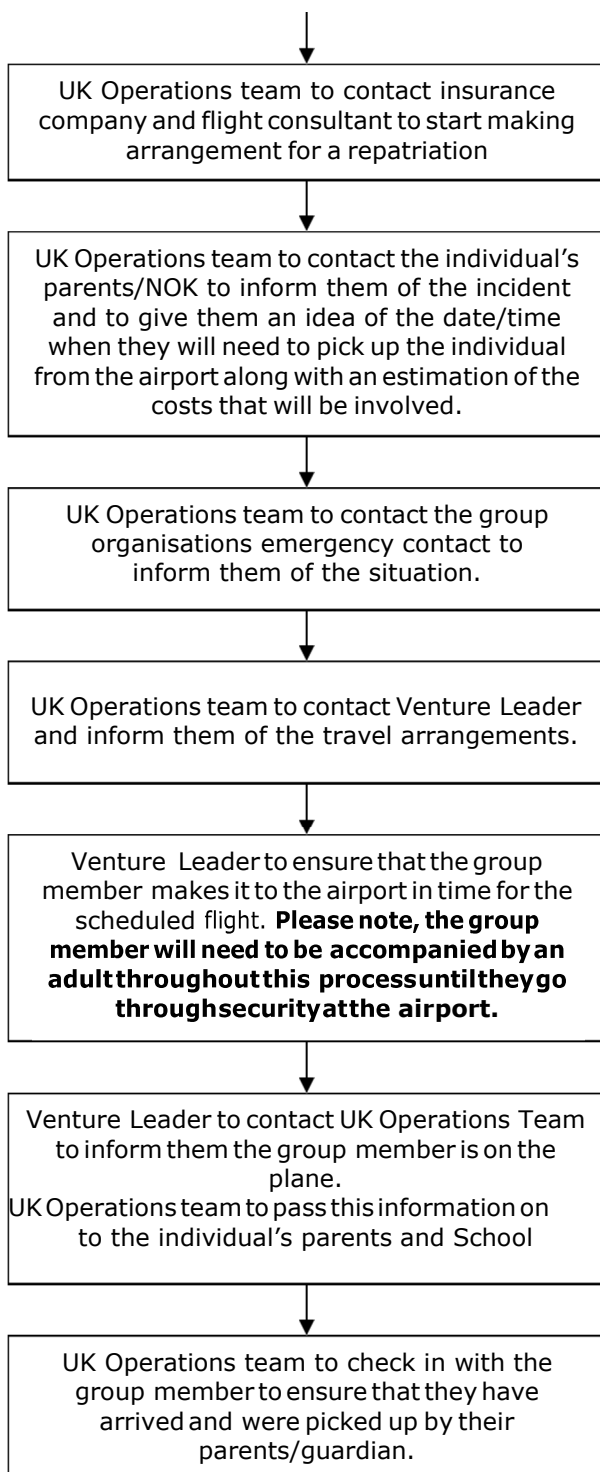
All repatriations will be dealt with through the company insurance. The UK Operations Team will liaise directly with the insurance company and will pass on all relevant information and requests to the Expedition Leader.

Red Carding a Group Member

In the event that the Leadership team wish to send a group member home due to unacceptable behaviour or actions the following process must be followed:

Please note that unless the individual's behaviour/actions are risking the team's safety, then the Venture Leader should wait until work hours to call to ensure that the Senior Managers are contactable.





The Venture Leader will need to keep copies of all receipts and expenditure throughout the incident so that the necessary invoice can be sent to the group members parents/NOK.

The group member will need to be provided with a suitable amount of cash for food/water during transit.

NB: If the group member is under 16 yrs of age they will be classed as an unaccompanied minor and so the necessary arrangements will have to be made with the airline. The airline staff should be able to provide guidance.

Parental/Family Contact in the Event of an Emergency

In the event of an emergency, an individual's Next Of Kin (NOK) may need to be contacted. The first call should always come from a Senior UK Manager and not from the Venture Leader, teachers or any students on the venture. For this reason, in the event of an emergency, the Venture Leader should take in any mobile phones from the group member so that there is a level of control regarding the information that is being sent out. This is to ensure that wrong information does not get back to the individual's Next of Kin as this can be very distressing and could make dealing with the situation more difficult.

Once the initial contact has been made, communications between the next of kin and the individual can be set up.

When contacting NOK:

- Before making contact read the most up to date report
- Stick to the facts and do not speculate on events
- Don't become emotional
- No flippant comments or jokes
- Do not admit liability (if applicable)

NB: In the case of a fatality it is UK law that the relatives are informed by the Police.

Under this circumstance the UK Home Agent would not contact the NOK until cleared to do so.

Post Incident Management

Documentation and record keeping at the incident

- Write down what happened, describe, diagram and photograph the incident scene (and in the case of fatal accidents, the deceased) before it is moved
- Photograph and keep injury causing equipment
- Obtain written statements from those present: stick to facts, no speculation and no apportioning blame at this stage
- Record everything
- Keep notes as the situation develops

Emotional maintenance of the group

It is likely some group members will want to return home as soon as possible. Many will have been traumatised by the event and counselling support be offered to all involved both immediately and in the long term if necessary.

There should be full review session(s) with all involved.

Medical Information

Medical Equipment Letter

TO WHOM ITMAY CONCERN

The following prescription medicines and equipment are for emergency use only by the aforementioned Africa Wild Trails venture and have been prescribed by our medical consultants in the UK. The medical pack will be exported with the team at the end of the venture and is not for resale in-country.

- Aide Memoire Card
- 10x10 Burn shield
- Wipes
- Electrolyte Solution
- Emergency Card
- Size 3 and 4 OP Airways
- 12x12 Bandage
- Eye Wash
- Nitrile Gloves
- Triangular Bandage
- Plaster Pack
- 50ml Syringe
- Face Shield
- Tourniquet
- Sam Splint
- Tough Cut Shears
- Crepe Bandage
- Celox Powder/Tea Bag's
- 10x10 Gauze Pads Tape
- Zinc Oxide Tape
- Thermal Blanket
- Thermometer
- Pressure Bandage
- Tweezers
- Swabs

Gauze
10x10 Jelonet Sterile needle kit
Hartmans Solution Giving set
Canesten Cream
Sudocrem
Throat Lozenges
Antihistamine Cream
Hydrocortisone Cream
Chloramphenicol
Ibuprofen
Imodium
Ciprofloxacin
Flucloxacillin
Erythromycin
Paracetamol
Co-Codamol
Stemetil
500mg Auto-Injector
Piriton Tabs
Antiseptic Cream
Inhaler (Ventolin)
Diamox
Nifedipine
Dexamthasone

Should you have any further questions or queries, please contact:

Dr

GMC No

Drugs Usage

Only to be used in consultation with a GP

Antibiotics

Ciprofloxacin

A broad spectrum antibiotic—particularly effective against Salmonella and other gut infections. Ciprofloxacin may also be used to treat respiratory, skin and urinary infections.

Cautions— Avoid in epileptics. Ensure an adequate fluid intake. The effects of alcohol are enhanced. Do not use in children or pregnant women. Can cause headaches and nausea.

DO NOT PRESCRIBE WITH ANTI-INFLAMMATORY DRUGS (Ibuprofen).

Dose – 250-750mg 12 hourly for three days.

Erythromycin Substitute for penicillin.

Indications – throat and chest infections, skin infections, wound infections. Side effects – (nausea, vomiting) Erythromycin is generally well-tolerated. Cautions - Do not prescribe with antihistamines.

Dose – 250-500mg 6 hourly for five days.

Chloramphenicol

Use to treat eye infections.

Indications – Conjunctivitis (sore, red, sticky eye).

Dose – apply ointment under the lower eyelid four times daily for five days.

Flucloxacillin

A penicillin used primarily for wound and skin infections.

Cautions - PENICILLIN ALLERGY

Side effects – nausea, rashes, diarrhoea (discontinue treatment). Dose – 250-500mg 6 hourly for five days (at least 30 mins before food).

Painkillers

Co-codamol

Indications – moderate to severe pain.

Side effects – dizziness, nausea, tiredness, constipation. Avoid alcohol. Contains paracetamol. Dose – 1-2 tablets every 4-6 hours. Maximum 8 tablets daily.

Ibuprofen

An anti-inflammatory drug used in the treatment of muscle/joint pains.

Cautions – Do not give to those with aspirin allergy and severe asthmatics. DO NOT GIVE WITH CIPROFLOXACIN.

Side effects – Indigestion, heartburn, nausea and diarrhoea. Dose – 1.2-1.8g daily in 3-4 even doses (preferably after food).

Paracetamol

Indication – mild to moderate pain. Side effects – rare (rashes).

Precautions – Do not take with other paracetamol based products. Dose – 0.5-1g every 4-6 hours to a max of 4g daily.

Other drugs

Diamox (will only be in med packs for those expeditions that are going to altitude) Used for the treatment of altitude sickness

Can cause tingling in hands and an unpleasant taste when drinking carbonated drinks such as colas.

Dexamethasone (will only be in med packs for those expeditions that are going to altitude) Used for the treatment of HACE

The adult dose is 4 mg every 6 hours

Nifedipine

(will only be in med packs for those expeditions that are going to altitude)

Used for the treatment of HAPE.

The adult dose for prevention or treatment is 30 mg of extended release every 12 hours, or 20 mg every 8 hours.

Imodium

Used for the short term prevention of diarrhoea.

This should only be used as a last resort when long journeys are unavoidable.

Will worsen the gastro- intestinal infection as bacteria are trapped in gut.

Medical Kit Contents

BASIC PACK

12x12 Bandage x 1
Small Crepe Bandage x 1
M Nitrile Gloves x 2
Triangular Bandage x 1
Plaster Pack
Wipes x 5
Face Shield x 1
Thermal Blanket x 1
Tweezers x 1
Thermometer x 1

IV PACK

Hartmans Solution x 1
Giving set x 1
Sterile needle kit x 1 (to include 2 sizes needles and 2 sizes cannula)

Only to be given to hospital staff/doctor to ensure sterile needles etc OR for use in rectal rehydration by Venture Leader

GENERAL PACK

Aide Memoire Card x 1
Burn Bag x 1
10x10 Burnshield x 2
Wipes x 10
Electrolyte Solution x 10
Emergency Card x 1
Eye wash x 2
Crepe Bandage x 1
Size 3 OP Airway x 1
Size 4 OP Airway x 1

WOUND PACK

Tourniquet x 1
Sam Splint x 1
Wipes x 10
Plaster Pack
Tough Cut Shears x 1
12x12 Bandage x 1
M Nitrile Gloves x 5
Celox Powder/Tea Bag's x 1
10x10 Gauze pads x 3 (Melolin)
Tape x 1
Zinc Oxide Tape x 1
Pressure Bandage x 1
Swabs x 1 Pack
Gauze x 1 Pack
10x10 Jelonet x 2

DRUG PACK

Canesten Cream x 1 tube
Sudocrem 30-60g
Throat Lozengers x 12
Antihistamine Cream x 1 tube
Cavit
Hydrocortisone Cream x 1 tube
Chloramphenicol x 4g tube
Ibuprofen x 24
Imodium x 7
Ciprofloxacin x 20
Flucloxacillin x 56
Erythromycin x 56
Paracetamol x 24
Co-Codamol x 10
Stemetil x 28
500mg Auto-Injector x 1
Piriton Tabs x 30
Antiseptic Cream x 1 tube
Inhaler (Ventolin) x 1
50ml Syringe x 1

Altitude Pack—only for expeditions that go to 4,000m or higher

Diamox
Nifedipine
Dexamethasone

NB: The Drug Pack, IV Pack and Wound Pack should only be carried by the Leadership Team and should not be given to any of the group members to look after

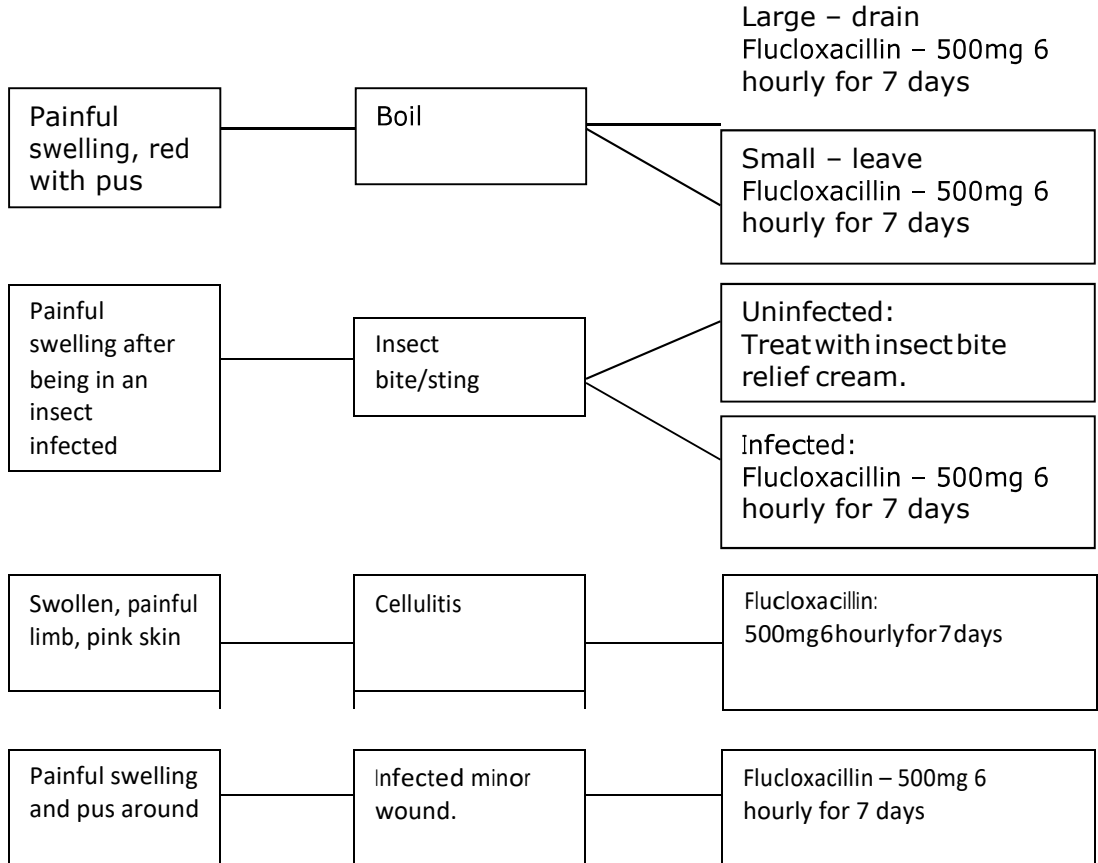
Common Infections

Soft Tissue Infections

SYMPTOMS

DIAGNOSIS

TREATMENT

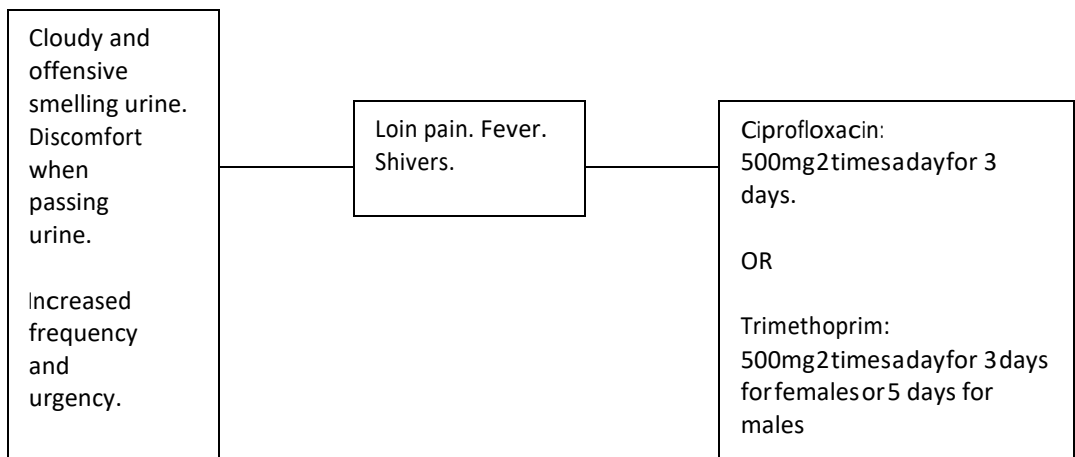


Urinary Tract Infections

PRIMARY

SECONDARY

TREATMENT

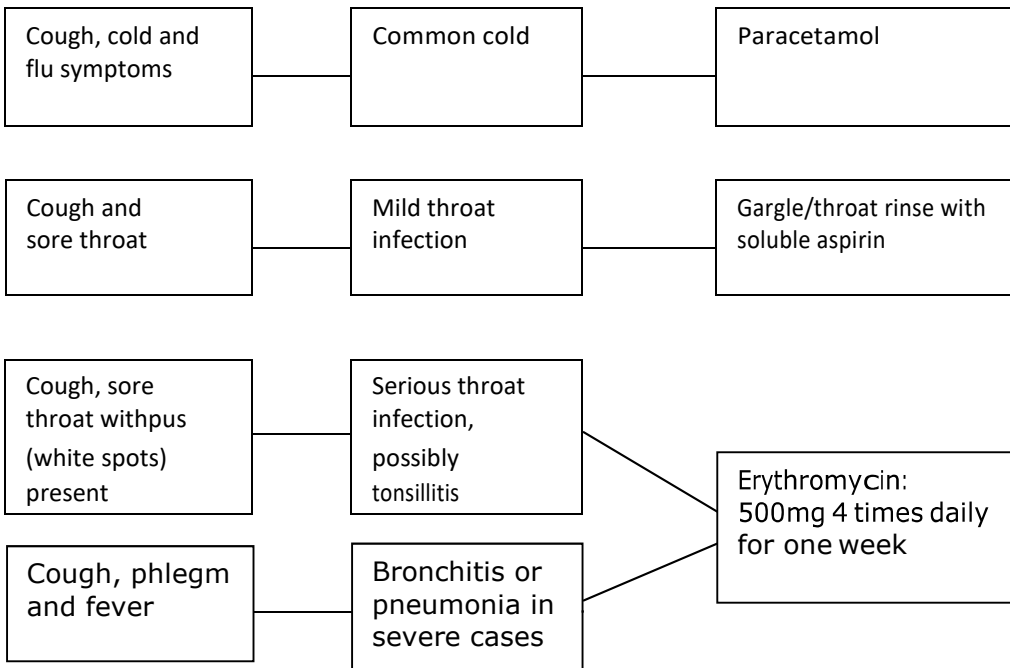


Respiratory Tract Infection

SYMPTOMS

DIAGNOSIS

TREATMENT

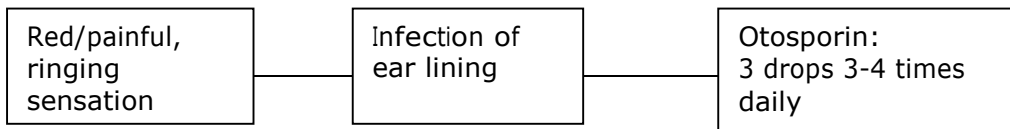


Ear Infections

SYMPTOMS

DIAGNOSIS

TREATMENT

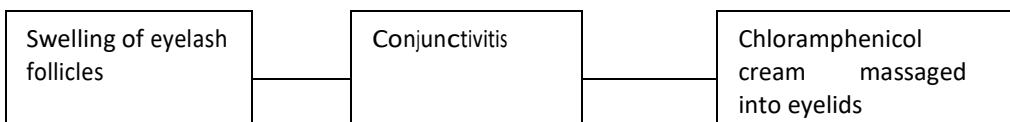


Eye Infections

SYMPTOMS

DIAGNOSIS

TREATMENT

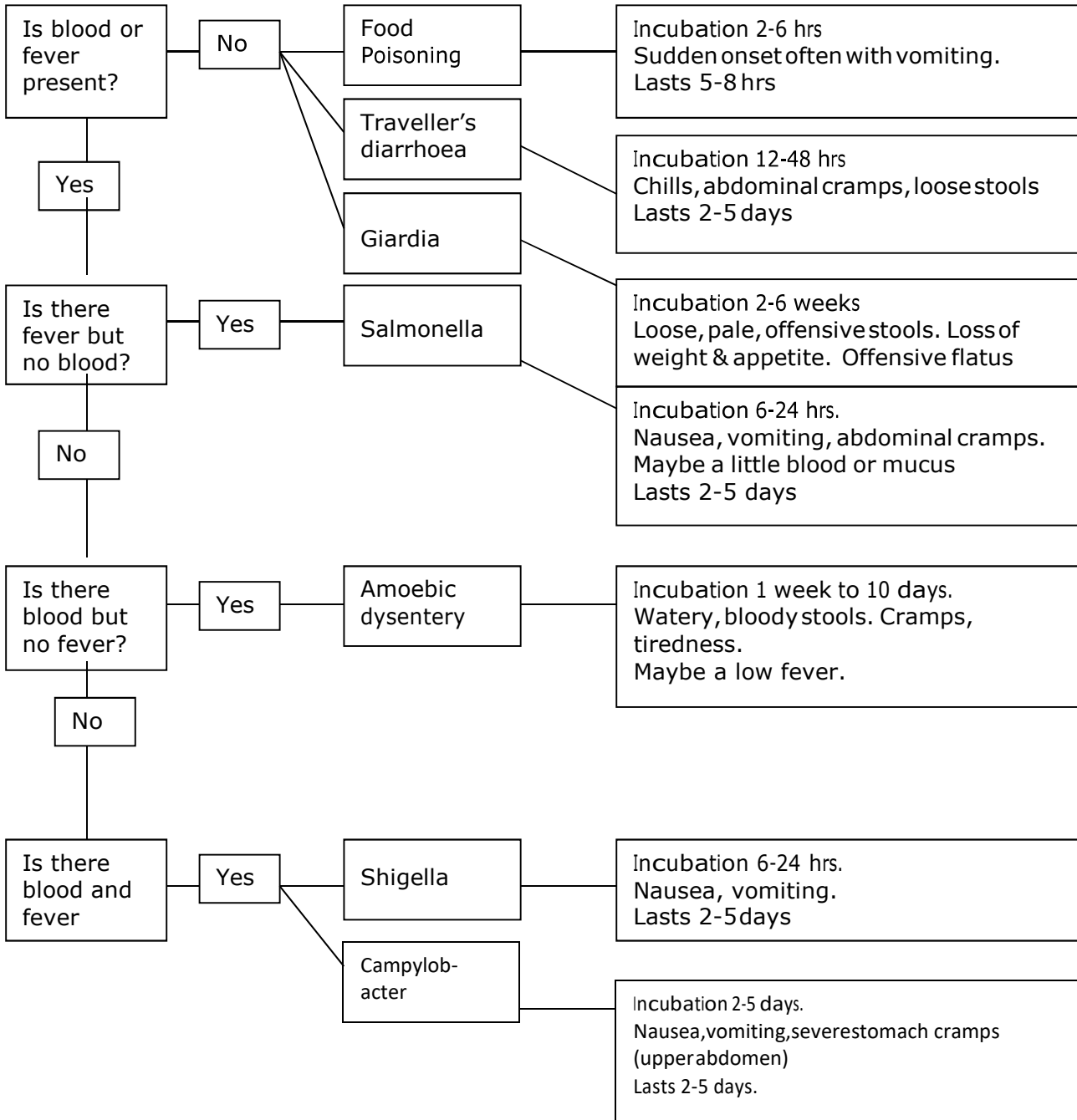


Diarrhoea #1

SYMPTOMS

DIAGNOSIS

INFORMATION



Diarrhoea #2

DIAGNOSIS	COMMON TREATMENT	SPECIFIC TREATMENT
Food Poisoning	Replace body fluids using re-hydration powders. Do not fast but eat complex carbohydrates Avoid dairy products. Rest Paracetamol NO Imodium unless travelling or tent bound	Supportive treatment only
Traveller's diarrhoea		500mg Ciprofloxacin 2 times a day for 1.5 days. Stemetil for nausea
Giardia		Metronidazole – 2 grams daily for 3 days.
Salmonella		Ciprofloxacin: 250-500mg 2 times a day for 3 days.
Amoebic dysentery		Metronidazole – 2 grams daily for 3 days.
Shigella		Ciprofloxacin: 500mg 2 times a day for 3 days.
Campylobacter		Ciprofloxacin: 500mg 2 times a day for 3 days.

Malaria

SYMPTOMS

-High temperature.
-Shivers
-Tiredness
-Headache
-Backache
-Nausea
-Joint aches and pains.

LATE SYMPTOMS

-Jaundice
-Drowsiness
-Confusion
-Black urine

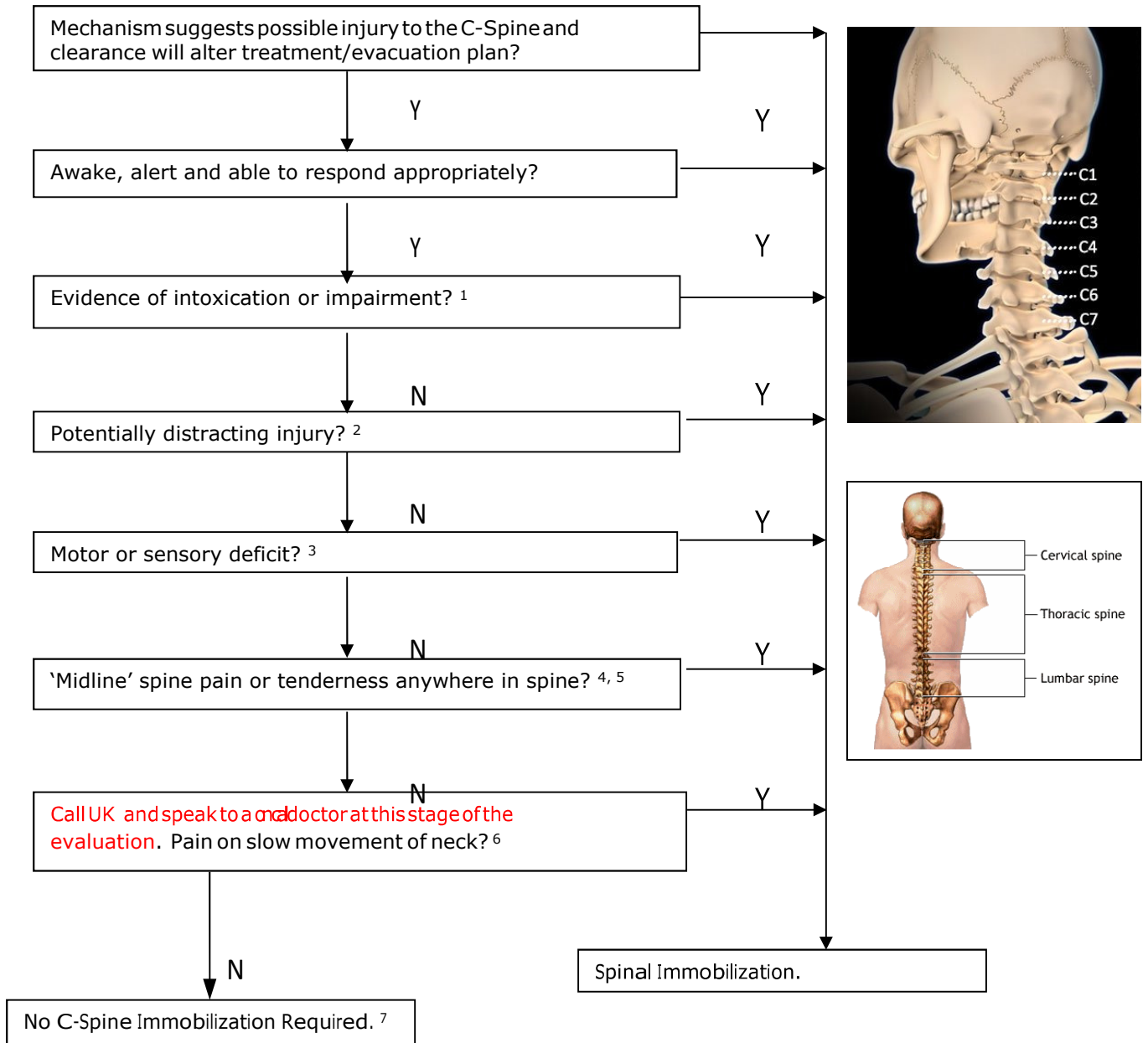
TREATMENT

Seek medical advice by any means ASAP

Give Paracetamol and prescribe rest

1. Stop any use of anti-malarial prophylactics
2. Quinine Sulphate:
600mg every 8hrs for 5-7 days
together with Fansidar (3 tablets as a single dose)
3. You must reach medical help within 3 days

C-Spine Evaluation



Cervical Spine Evaluation Notes

1. Impairment by any cause; alcohol, medications, substance abuse, injury or illness.
2. Is patient able to concentrate on physical exam and able to easily identify light touch on distal extremities with eyes closed?
3. Numbness, tingling, weakness.
4. Complaint of 'midline' pain or pain on palpitation.
5. A patient not clearable by these NEXUS (National Emergency X-Radiography Utilization Study) criteria has a small but significant chance of cervical spine fracture.
6. NOTE: Remember to assess LUMBAR and THORACTIC spine for injuries – a suspicion here requires full immobilisation.

Neurological Examination

MENTAL STATUS–AVPU (Alert, Voice, Pain, Unresponsive)

CENTRAL NERVOUS SYSTEM (CNS) + CRANIAL NERVES (CN's)

- 1) Smell: Ask to smell something with a normally strong odour
 - 2) Vision: “How many fingers?” (Each eye)
 - 3) Eye movement: ‘Look up, down, right, left, centre’ (Stuck? Asymmetric?)
 - 4) Sensation to face: “Close your eyes, say ‘now’ when I touch 3 areas of each side of your face” (Any deficit?)
 - 5) Motor to face: ‘Smile/raise your eyebrows’ (Unequal?)
 - 6) Hearing: ‘hear the sound on L or R?’ – rub fingers next to ear, alternate sides (Unequal?)
 - 7) Neck muscles: ‘Shrug your shoulders’ (Weak?)
 - 8) Tongue movement: ‘Stick out your tongue’ (Midline)
 - 9) Back of throat sensation: Difficulty swallowing
- CN's not tested 10 (vagus nerve)

PERIPHERAL NERVOUS SYSTEM (PNS)

- 1) Sensory: Light touch, pin prick (trunk limbs)
- 2) Motor: Strength (all 4 limbs) (Same both sides?)
- 3) Reflexes: (if possible) forearms, elbows, knees, ankles, Babinski sign (sole of foot)
- 4) Cerebellar tests: (control of fine movement)–‘finger-nose’, ‘heel-shin’, normal gait (walking straight line)

This form is to be completed every time a non-emergency or emergency incident that caused or had potential to cause personal harm occurred. Further detailed reports may need to be completed depending on the nature of the incident and the action that was taken.

Non-emergency

These are incidents that might be considered 'minor' yet cause concern.

Examples may include but not be limited to:

Emotional distress, minor injury, a hostile exchange between individuals, bullying, verbal abuse, minor property damage or minor environmental damage.

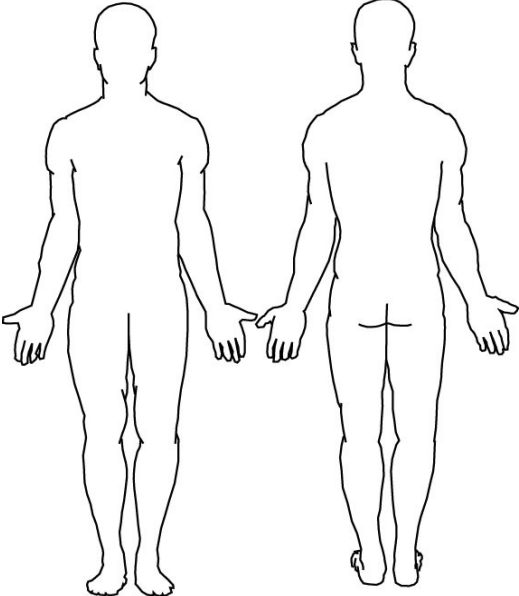
Emergency

These are traumatic events and events that happen outside of our normal range of experiences.

Examples would include but not be limited to:

Serious personal injury, serious environmental damage, physical fighting between individuals, natural disaster such as fires and flooding.

Name of person completing this form & contact details		Date & Time of the incident	
		Date	
		Time	
Name of injured person		Male/ Female	Date of Birth
Activity when injury occurred		Location of accident or incident	
Description of accident or incident			

Description of personal injury	Body Part	Type
<p style="text-align: center;">Mark below where the injury was on the body</p>  <p style="text-align: center;"><u>Front view</u> <u>Back view</u></p>	<p>EYE</p> <p>HEAD</p> <p>CHEST</p> <p>BACK</p> <p>ABDOMEN</p> <p>ARM</p> <p>HAND or FINGER</p> <p>LEG</p> <p>FOOT or TOE</p> <p>RESPIRATORY</p>	<p>LACERATION</p> <p>ABRASION</p> <p>PUNCTURE</p> <p>BURN</p> <p>FRACTURE</p> <p>STRAIN</p> <p>SPRAIN</p> <p>FOREIGN BODY</p> <p>HERNIA</p> <p>CONTUSION</p>

CASEVAC action taken and/or First Aid treatment required

Witnesses Name(s)	Telephone Number	Address

Tick this box if there were no witnesses to the accident or incident

Suggestion of action to avoid further incident
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Signed by person completing the form	Today's Date
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PLEASE RETURN THIS COMPLETED FORM TO THE TOUR LEADER NOW AND, IF POSSIBLE, MAKE OR COMPLETE A COPY FOR YOURSELF AS A PERSONAL RECORD