



**Duke of Edinburgh's Award
Romsey Baptist Church Open Award Centre**



Expedition Planner Checklist

Event: _____ **Date:** _____ **Team:** _____

<p>Expedition Details Start, all campsites, the finish. Location and brief details of any exploratory work, bad weather alternative routes, escape routes and the direction of travel.</p>	<u>Complete Expedition Outline Sheet</u>	
<p>Travel Arrangements e.g. Minibus, Parent Taxi etc.</p>	<u>Complete Expedition Outline Sheet</u>	
<p>Route Outline - Photocopies (x2 ? 3) 1:50,000 OS map include grid co-ordinates, grid references showing the start, all campsites, the finish. Location and brief details of any exploratory work, bad weather alternative routes, escape routes and the direction of travel.</p>	<u>Provide Photocopy of Map</u>	
<p>Route Cards (x3) 4- 8 legs (of roughly equal length) ending, where possible, at an unmistakable landmark e.g. track junction, hill top, major change of direction. Include grid references, daily distances and timings, details of exploratory work, campsite locations, bad weather alternative routes and escape routes.</p>	<u>Provide Route Cards</u>	
<p>Menu Plans (+ Food Requirements / quantities) Participants need to cook and eat one substantial meal per day.</p>	<u>Provide Team Meal Plan</u> <u>(1 sheet per day)</u>	
<p>Equipment Lists (Team / Individual) As recommended in the Expedition Guide and Programmes File. It should be suitable for the activity and the environment in which it will be used, and conform to current safety standards.</p>	<u>Provide Equipment Kit List</u>	
<p>First Aid Equipment (Team / Individual) As recommended in the Expedition Guide and Programmes File. It should be suitable for the activity and the environment in which it will be used, and conform to current safety standards.</p>	<u>Provide First Aid Kit List</u>	
<p>Equipment Hire / Loan Requirements List of any equipment needed by participants / the team</p>	<u>Provide Equipment Requirements List</u>	
<p>Emergency Procedures Each Participant should carry with them the Award Expedition Safety Card from the Record Book Packs.</p>		
<p>Review Training Each member of the Team must have satisfactorily completed all the training requirements listed in the Award Handbook. (Check Training Record Booklet)</p>	<u>Will all Team have completed all training?</u> (Check Training Record Booklet)	
<p>Log Books At the First Meeting, prior to the departure on the venture, each Participant must show the Assessor their Record Book with the sections on Preliminary Training and Practice Journey(s) completed and signed..</p>	<u>Are all Team Log Books going to be ready?</u>	
<p>Risk Assessments In the Expeditions Section, the main generic hazards have been identified and published in the Expedition Guide. However Teams should identify any specific hazards associated with the particular venture they are planning.</p>	<u>Complete Expedition Specific Risk Assessment</u>	