

# Cadet Briefing Instructions For DoE Camps

(To be completed no later than 14 days before departure)

1. “This briefing is for a (Specify Bronze, Silver, Gold, IET) DoE camp lasting \_\_\_\_\_nights, from \_\_\_\_\_to\_\_\_\_\_”(dates)
2. “The OIC for this camp is\_\_\_\_\_”.
3. “You will be returning to the Sqn at approximately \_\_\_\_\_Hrs on the last day of the expedition. DO NOT ask your parents to pick you up at this time. You will be able to call them for a lift once the camp debrief and unloading of all kit is complete”.
4. “The number of cadets attending is\_\_\_\_\_”
5. “On\_\_\_\_\_(date) all cadets MUST attend the Sqn at\_\_\_\_\_Hrs with all the kit needed for the duration of the expedition. Your kit check should have been completed so all of you should be aware of kit requirements. Be reminded that you need to supply ALL OF YOUR FOOD for the duration of the camp”
6. “On arrival at the Sqn you will all assist in the packing of the Sqn trailer and complete any further tasks required by a member of staff. The earlier we leave the Sqn the sooner we will arrive and enable you more time to prepare”
7. “I will now hand out the consent forms for this camp. I need all of these returned to me by no later than 1 Parade before departure. Please ensure your parents have signed both parts. Please be reminded that you must

put your doctor's address on the form. Failure to return the correctly completed form will mean you will not be permitted on the camp.”

8. “The cost of the camp will be £ \_\_\_\_\_. This must be in CASH and given to me along with your consent form”
9. “It is your responsibility to check the weather forecast for the duration of the camp before you arrive here on the morning. As if snow is forecast we cannot leave the Sqn, but you will be advised of this when you arrive. So you must still come to the sqn.”
10. “IF YOU PREPARE FOR THE WORST WEATHER, BETTER WEATHER IS A BONUS.”
11. “Emergency contact name and number for this camp is\_\_\_\_\_.  
“THIS IS ONLY TO BE USED BY YOUR PARENTS IF THEY URGENTLY NEED TO CONTACT YOU IN THE EVENT OF A SERIOUS INCIDENT AT HOME. ANY MISUSE OF THIS NUMBER WILL BE SEVERELY FROWNED UPON. IT MUST NOT BE USED TO CHECK IF YOU ARRIVED SAFELY!”
12. “All information regarding the groups, routes and local procedure will be provided during the brief on arrival at base camp.”
13. “ANY QUESTIONS?”

(CHECK CADETS UNDERSTANDING BY ASKING THEM QUESTIONS)

END