

Hong Kong Adventure Corps

Standing Orders

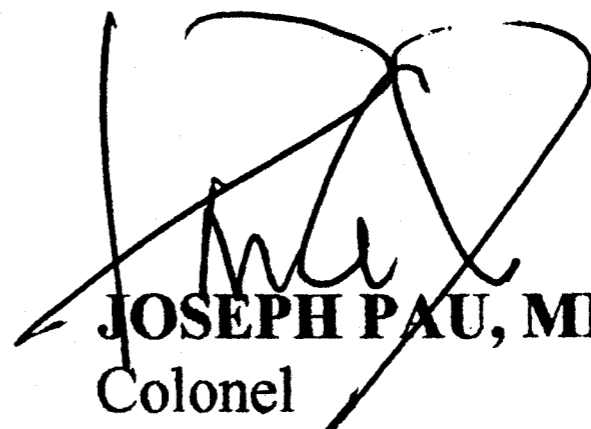
For

Camp Duty Staff

Duties of Camp Duty Staff and Reporting Incidents

1. Camp staff will be on duty to provide assistance should there be any requirement when there are campers staying overnight in the camp for the training purposes
2. The camp duty staff will be responsible for all security matters of the camp from 1700 hours to 0900 hours on the following morning.
3. All incidents of any nature occurring within this period are to be reported to the Commandant and written statements are to be retained in the office.
4. The camp duty staff is to ensure that all unnecessary lights in the camp are switched Off, particularly the floodlights which will consume a very large amount of energy.
5. The electric operating barrier is to be always in a lowered position and is only to be raised when vehicles are entering or leaving the camp.
6. The main gate is to be closed at 2300 hours and to be opened at 0700 hours on the following morning.
7. The camp duty staff, when not in the office, is to be in possession of a cordless phone.
8. Any stores or vehicles used or issued to campers in the absence of the QM and Storeman are to be recorded and these key personnel are to be briefed on the following morning on their arrival.
9. All air conditioners in the accommodation blocks and lights in the camp will operate automatically in accordance with the timings set on the timers.
10. The camp duty staff must liaise and remain in constant contact with the person in charge of the campers throughout the camp period.

6 April, 2005


JOSEPH PAU, MBE, ED
Colonel
Commandant