

The Foundation of Honour Handbook

(Local Company version - Draft 2010) [pdf](#)

1. Security of this document

This handbook is confidential and should only be made available to members of the Foundation of Honour in the United Kingdom. A full member may make selected extracts from this document for the purpose of training registered associate members. The handbook itself must be securely stored when not in use. It is not permitted to photocopy or otherwise automatically copy this document. Personal copies of the handbook may be obtained from the regional offices subject to the permission of the local Company Master. Each book will be allocated to individual named members. The handbook contains hidden secret printing techniques which uniquely identify each copy.

No member or associate member of the Foundation of Honour shall admit or deny the existence of this handbook if questioned by an outsider. If you lose your allocated copy (or part) of the handbook you must immediately notify the regional offices. Similarly if you believe and unauthorised person has had access you must notify the regional headquarters. If you find a lost copy of any member's handbook you must store it in a secure place and notify the regional headquarters within two days.

The handbook will be periodically updated and re-issued either in part or entirely via the regional offices. Allocated members are responsible for the duty of the timely secure return of the recalled older handbook copies or parts to the regional offices.

There are honour penalties for the negligent exposure of this document, without good cause, to outsiders.

2. Purpose of this document

The purpose of the document is to provide a general guide to members for local company activities. It also contains guidance on the code of conduct and behaviour expected of members during the Foundation of Honour activities and normal life.

The document does not provide detail of our ceremonies, by-laws or our disciplinary procedures. Those are described in other documents which will be made available to individual members when appropriate. Training courses, literature and videos are available for ceremonies from the regional offices.

There is an extended discussion of our Civil Defence role. The narrative in this handbook is intended to make members aware of the scope of our plans rather than provide detailed guidance.

3. Objectives of the Foundation of Honour

The primary objective is to operate and grow an organisation which has the knowledge, skills, information and resources necessary to develop the personal potential, honour and character of individual members so they make the maximum contribution to the society in which they live and serve.

The second objective is to continue to defend the rules, ceremonies, offices and resources of this ancient organisation so we can continue to serve our community in a loyal and discreet manner. We will develop the collective knowledge of our members.

The third objective is to operate in a discreet manner to avoid conflict with the legal government and rulers of the society in which we live. Our members should meet their duties and honour their service to the public of the society in which they live.

The fourth objective is to take all necessary actions necessary to protect and seek justice for our members and their families arising from any unjust actions of governments, authorities, employers, other organisations and individuals.

Our motto is: Honora ante ipsum

4. Code of Conduct

The member must demonstrate respect for themselves and others.

The member must act with honour, be honest and truthful.

The member must not be boastful or show malign intent.

The member must work hard to become a useful member of the society in which they live.

The member must show no discrimination against others on the grounds of race, age, sex, beliefs, appearance or physical ability.

The member must be of a kind nature and be willing to protect or help others in need of care.

The member must be loyal to the cause of the Foundation of Honour and protect its traditions, his fellow members and its properties.

Members must live their lives in accordance with the Code of Conduct except where that would conflict with the law of their country of residence. It will not be sufficient to follow the Code only while taking part in the Foundation of Honour organised activities or events. It is a way of life.

Part of the duty of each member is to ensure that other members also follow the Code. If a member becomes aware of another not following the Code he is duty bound to raise the issue with the other member. If the breach of Code is not resolved the member must raise the matter with the local Court of Honour. Failure by one member to report an unresolved breach by another member may lead to disciplinary measures for the failed member by the Master of the

local company.

Minor incorrect performance during Foundation training or ceremonies can be admonished by the officer conducting the training or ceremony. This admonishment must be awarded within one day. If the member chooses to accept the admonishment and redemption assignment the matter will be considered closed. If the member chooses to dispute the admonishment the matter can be referred by either party to the local company Master for a ruling.

5. Court of Honour

The local company Court of Honour is a group of four peers of the accused member from the local company. The group of four will be led by a fifth member. The fifth man will be either the local company Master or his sitting deputy. All testimony before the court will be spoken with no reference to written material.

The accuser cannot be a member of the Court of Honour.

The accused will stand alone without representation, except those few cases where the accused is unable to speak for himself.

The accuser will make the case before the court declaring the breach of the Code of Conduct.

The leader of the Court of Honour will explain the accusation and options available to the accused. The accused may then either admit breach of the Code or make a case defending his actions.

The accuser and accused will leave the court so the panel of the Court of Honour can consider the representations made by the accuser and the accused. There can be many different types of verdict arising, but the most common are:

Honourably released;

Case not proven;

Case proven and subject to punishment;

Case proven and expulsion from the Foundation.

In making the judgement the court will take due consideration of the accused experience and previous record of performance. It is possible to appeal to the Regional Court of Honour, but if the appeal finds against the accused the result will inevitably be expulsion of that member from the Foundation.

In matters of honour relating to cadets there will usually be Court of Honour formed from cadet members. The Cadet Master will discuss any decisions with the local company Master before they are applied. It is customary for the decision of the Cadet Court of Honour to be accepted by the local company Master.

6. *Membership*

The Foundation of Honour is a closed voluntary membership of men and boys. There are other arrangements for females who wish to take part in activities similar to the Foundation.

New members can only join by invitation from the local company. Invitations to join must be approved in advance by the regional HQ. The background and character of each potential member must be investigated and documented before a decision is made to make a recommendation to the regional HQ. Any such recommendation must be approved by a local company Court of Honour before submission to the regional HQ.

Many factors will be taken into account in choosing who is invited to become a member of the Foundation of Honour. Primarily it is based on selecting people who have potential to develop significantly and make a contribution to their society. The person's race, colour, religion, social status or wealth will have no bearing on the decision.

No approach will be made to the candidate until approval has been received from the regional HQ. In certain circumstances the regional HQ may propose a candidate to the local company without prior consultation. In this case the local company has the right to not accept the recommendation from the regional HQ.

The general stages of membership are:

Probationer

Trainee

Member

Officer

Pensioner

There are also some age related grades, which can encompass the

above mentioned stages. Examples of these member grades are partially listed in the following pages.

6.1. Cadet

This is a boy from the age of 11 through to 18 years and taking part in regular cadet activities. Where appropriate, the cadet may receive some assistance with local education expenses and external sports training.

The usual commitment to Foundation attendance is one evening and one half day per week. A minimum of 16 days camp activity per year is expected for each cadet.

Cadets are organised into squads of eight boys led by a cadet sergeant or cadet officer. On attaining the age of 18 the cadet is awarded the rank of Journeyman.

6.2. Ensign

This is a young man from the age of 18 to 25 and having been a full member for at least three years, an Ensign is undergoing full time university education at the expense of the Foundation. The Ensign will have given certain undertakings about a long term commitment to the Foundation.

Ensigns continue to take part in Foundation activities on a regular basis on assignment to the company local to the place of education.

Ensigns have personal mentors assigned to them by the Foundation of Honour. The mentor will help guide and encourage the Ensign to obtain the maximum development from the sponsored education and subsequent employment placement.

If you are a cadet and wish to take advantage of this scheme please discuss it with your local company Almoner. This scheme is available only to those cadets who have demonstrated the potential and commitment to succeed. A recommendation will be required from the local Council of Honour.

6.3. Journeyman

A man from of the age 18 and taking regular part in routine Foundation activities. He will available on call at short notice to assist in Foundation activities. Training continues throughout the career of the journeyman.

Journeymen are promoted to a higher rank or officer by acclaim of the members of the local company. The appointment as an officer is subject to approval by the regional HQ. The higher non-officer ranks are Corporal and Sergeant.

Journeymen (and cadets) will acquire specialist skills in crafts, services and physical achievement. Journeymen can act as instructors without necessarily gaining promotion to an officer grade. Journeymen can also be assigned roles within a local company such as quartermaster.

6.4. Lay Instructors

The Foundation will in appropriate circumstances, appoint non-member instructors to teach cadets and journeymen in specialist skills. Outside of their training services the Lay Instructors do not take part in regular Foundation activities or ceremonies. They are non-uniformed personnel. Lay Instructors must be approved by the regional Foundation headquarters before they provide instruction to Foundation members.

Depending on circumstances their work can be paid or voluntary.

6.5. Stages of membership

It is possible, for example, to have probationer cadets, trainee cadets, member cadets and officer cadets. An ensign generally has no other designation of rank.

Progression between the stages of membership is subject to formal examination, the achievement of targets acts of honourable service and the recommendation of the local company Master. In some cases the Council of Elders will award promotion direct to individual members. It is also possible that some members and officers will become "attached" to regional HQ or on special attachment to the Council of Elders. In the case of attachment the member will have an honorary position with a local company, but will not take part in the day to day activities of the local company.

Pensioners are those who no longer have the physical capability to take part in routine activities, but wish to remain involved in the Foundation. The local company will assure the welfare of pensioner members and their partner.

6.6. Member discretion

6.6.1. Out of the public eye

Foundation activities should not be discussed outside of the membership. We should take every measure to avoid attracting attention to the Foundation of Honour during normal daily life. If the situation arises where you believe that information should be released to the general public, the media or outside authorities you should discuss the issue with your local company Adjutant or Master before releasing any information.

6.6.2. Recognition

Members will be taught gestures and signals which can be used to identify you as a member to other members of the Foundation of Honour. Discreet membership signet rings and lapel pins are also available to wear on non-uniform clothing. It should not be assumed that someone knowing the gestures or displaying a signet ring is in fact a member. Confirmation of another person's membership status can be done via the Foundation Net using the secure identity membership card of the person concerned.

6.6.3. Use of the Internet

Members should take care to avoid creating an electronic document trail of their identities on the Internet. Care should be taken to avoid publishing self photographs and/or personal details in connection with the Foundation or photographs of Foundation group activities on the Internet or other publications. Once published it is usually impossible to retract the published data from official or public view.

7. Uniform and equipment

7.1. Background

The Foundation of Honour is a uniformed society. Members are expected to wear suitable uniform at organised events and ceremonies. The uniform helps to ensure equality of members within Foundation activities regardless of that person's status in public life. Excepting ceremonial uniforms, the materials used in the tailoring are the same for all ranks and officers. The uniformity of design extends to the entire clothing, including boots, socks and underwear.

Most uniform tops have provision for the display of the member's symbols of rank within the Foundation. The right shoulder upper arm is used to display the squad colour flash and also the local company badge. The local company Armourer will be able to advise on the correct positioning of symbols of rank and any honour decorations.

The uniforms will be provided by the local regional HQ through the local quartermaster. Uniforms normally remain the property of the Foundation held in the care of the member.

7.2. Types of uniform

There are ceremonial uniforms and also working uniforms. The design of the uniform will vary slightly depending on the rank of the member. The uniform is not worn in public except on the instruction of the local company Master.

The working uniform has some subdivisions that vary according to the primary activity to be performed:

Number 2 - for routine wear during non-ceremonial activities;

Number 3 - for heavy physical work in potentially dirty conditions

Sport - suitable for the sport; in the local company colours.

Uniform footwear includes Parade boots (ceremonial), day boots, fitness activity footwear.

Heavy weather outer clothing is designed to be of a uniform appearance, but may be worn in public. It has no displayed symbols, marks or decorations that would identify it to the general public as Foundation uniform. It is designed to protect the member from heavy rainfall for extended periods.

7.3. Issued kit list

The Foundation equipment issued, by the quartermaster, to members varies depending on circumstance, but following is a list of items typically issued to a cadet or journeyman:

No. 3 style uniform tunic and trousers - 2 of;

No. 2 style uniform tunic and trousers - 1 of;

Uniform forage cap - 2 of;

Uniform Lanyard - 2 of;

Uniform bronze buttons - 12 of

Uniform belt - 1 of;

Uniform ceremonial cap - 1 of, after Acceptance;

Uniform ceremonial tunic and trousers - 1 of, after Acceptance;

Uniform ceremonial belt - 1 of, after Acceptance;

Uniform ceremonial leather gloves - 1 pair, after acceptance;

Uniform shirts - 4 of;

Uniform neck tie - 2 of;

Uniform socks - 3 pairs;
Uniform carry bag - 1 of;
Activity T-shirt - 4 of;
Activity shorts - 2 of;
Activity socks, long - 3 pairs;
Activity swimming trunks - 1 pair;
Martial Arts uniform - 1of;
Uniform tracksuit - fleece top & bottom - 1 of;
Uniform activity vests - 3 of;
Uniform underpants - 5 of;
Uniform long heavy weatherproof coat - 1 of;
Fluorescent yellow safety waistcoat - 1 of;
Boots, activity - 1 pair;
Shoes, activity trainers - 1 pair;
Boots, Parade - 1 pair;
Boot laces, spare - 3 pairs;
Boot cleaning kit - 1 of;
Personal First aid kit - 1 of;
Personal wash kit - 1 of;
Personal towel - 2 of;
Foundation laundry bag - 1 of;
Foundation sleeping bag - 1 of;
Foundation sleeping bag cotton liner - 2 of;

Foundation compass - 1 of;
Foundation whistle - 1 of;
Foundation clasp knife and lanyard - 1 of;
Foundation frame rucksack - 1 of;
Foundation secure identity card - 1 of;
Foundation mobile phone and data SIM card - 1 of;
Foundation woven name tapes - 100 of.

7.4. Cleaning of uniform items

Each squad is responsible for the laundry of its members uniforms. The regional headquarters will provide a specialist cleaner and repair service for the ceremonial uniforms. Name tags should be sewn onto uniform items to allow the correct return following laundry.

Members are responsible for keeping their boots polished and well maintained. The bronze uniform buttons should not be polished

7.5. Safekeeping of issued equipment

Each member is responsible for the safekeeping of equipment issued to them. Any damage or loss should be reported to the quartermaster within a week of discovery. If the loss or damage has been caused by irresponsible actions the member may have to pay for the item.

After activities the member should check the issued kit for damage.

Issued uniform and equipment will normally be stored in the member's personal cupboard/locker in their squad room. The cupboard is always lockable (the Quartermaster holds master key) and also has anti-moth system to protect the uniform clothes.

The mobile phone/data SIM card is for Foundation activities (and

emergencies) only.

7.6. Expedition Equipment

The local Company will maintain stocks of clothing and equipment suitable for expedition activities. This will be issued to members when required.

The squad leaders will plan such needs with the local company quartermaster. If there is a shortfall of expedition equipment or clothing it can be temporarily loaned from the regional headquarters.

7.7. Travel Documents

Foundation activities sometimes involve foreign travel for expeditions, cultural visits and foreign aid projects. Members need to be prepared to travel at short notice. The local Company will assist all members adult and cadet in obtaining and maintaining valid passports.

The regional HQ can assist in the process of obtaining travel visas in the members' passports.

8. *Funding and assets*

All funds and properties used by the local company belong to the Foundation of Honour and are controlled by the national Council of Elders. This even applies to money collected and donations made locally.

The Council of Elders will however delegate partial authority to the local company Council to make expenditure from a centrally funded financial budget. On a day to day basis any locally allocated funds are under the control of the local Chancellor. Every six months the Chancellor will make a report to the regional HQ on local company expenditure for the previous twelve months and then make a bid for funding for the next twelve months.

If a donor specifically states that his/her donation is to be used only by the local company, this will be allowed, but there may be a reduction in other budget allocations from the regional HQ to the local company.

The activities of the Foundation of Honour are funded by its members and supporters. We do not take funding from official bodies or commercial organisations. There are four main ways that this occurs:

8.1. The Tithe

Members and trainees pay 10% of their annual gross income to their local company of the Foundation of Honour. Member pensioners and probationers do not pay a tithe. Cadets pay a weekly small fixed sum based on their parents ability to pay. In case of financial hardship the Almoner can arrange confidential temporary adjustments to a member's tithe.

It is a long established tradition is for adult members to pay their tithe in the form of gold sovereign coins at a quarterly Assessing

Ceremony. The actual amount handed over is concealed in a small leather pouch. If a member chooses not to pay in gold coins it is perfectly acceptable to pay the Chancellor by bank transfer payment, though the member still presents a leather pouch (sand filled) at Assessing.

8.2. Donations

Members of the Foundation and a closed group of public beneficiaries sometimes make lump sum donations to the Foundation. Such donations are usually associated with specific projects or causes. The local company must seek approval from the regional HQ before accepting a donation. Members of local companies of the Foundation must not actively seek such donations from outside of the Foundation.

8.3. Bequests

Members and beneficiaries often leave bequests in their their estate to be passed to the Foundation after they die. If the Chancellor of a local company is made aware that such a bequest is planned he much contact the regional HQ. They will provide advice before the death of the donor on the most tax efficient method of making the bequest.

8.4. Investment and rental income

Most of the Foundation's operational costs are funded from the proceeds of its substantial investments and rental income. The Foundation always strives to increase the size of its investments to assist future generations of members. The Foundation have lawyers who look after the property portfolio of the Foundation.

9. The Local Company

9.1. General information

The local company is a group of the Foundation of Honour members and their leaders who live in the same geographic locality. The local company meets at a place called a Moot. The place will be a discreet building and grounds not overlooked by other facilities. The function of the Moot premises will not be advertised by signs.

The activities of the local company and its members is governed by a local council of the Foundation. There are various posts within the local council, typically they are as follows:

9.2. The Master

Is the leader of all members of the local Foundation members in the local company. He has the final say on matters of membership, honour, discipline and ceremony. The Master represents the local company at the regional council. Elected representatives from the regional council represent the region at the Foundation national council.

The Master is elected from the local company members for a five year term of office. The Master can be removed during his term of office if more than 75% of local Company members, not including cadets, vote against him in an extraordinary meeting. A new Master must be elected within 30 days of retirement or removal.

9.3. The Adjutant

The Adjutant is the executive of the local company and is responsible for day to day operations and administration of the company. He maintains the company records, announcements and promotions. He

also is responsible for the organisation of events and ceremonies. The Quartermaster and Mason report to the Adjutant. The Quartermaster looks after stores, transport and uniforms. The Mason looks after buildings, power, water and structures used by the local company.

The Adjutant is appointed by command of the local company Master, subject to agreement from the regional council. He is given intensive training by regional headquarters to perform this role and is expected to be a source of knowledge on Foundation rules.

9.4. The Chancellor

The Chancellor maintains the banking, funds, asset value and investments of the local company. He collects tithe contributions from members and supporters.

The local Chancellor is responsible to ensure banking and payment of the capitation fee on a quarterly basis to the regional HQ. He is responsible for the safe keeping of bank accounts, money and bullion held by the local company.

He controls expenditure approved by the local council of the Foundation. Where subsidies are granted by the regional Council of the Foundation the Chancellor accounts for that expenditure.

The local Chancellor whilst reporting to the local company council, also reports to a regional Chancellor on all matters of finance.

The Chancellor is often nicknamed "The Count" by other members of the local company, there are other unrecorded names relating to vampire tendencies.

9.5. The Armourer

The Armourer controls the security of the local company, buildings and facilities. He ensures the security, drill and fitness training of members and cadets. It is his responsibility to organise expedition

and adventure training. He also maintains locality intelligence activities and call-out practices. He has responsibility for the local communications network and messenger service.

The Armourer controls the issue of secure identity devices to local Foundation members. These devices are obtained from the regional headquarters.

The Armourer is responsible for the approval and reception process of new and probationary members. If a member transfers to another local company he will contact the Armourer at the new location to arrange handover of the member.

The traditional nickname for the Armourer is "Swords", it derives from the time when weapons training was routine undertaken by all members.

9.6. The Almoner

The Almoner is responsible for the development, health and welfare of members, cadets and pensioners. He will organise suitable training for Foundation education plans and organises the Mentors.

The Almoner will ensure that any member, adult or cadet, new to the Foundation will be introduced to other members within the local company. He will ensure training of the new member in the procedures, rules and ceremonies.

He also has responsibility for music, art and social events within the local company. The traditional nickname for the Almoner within local companies is "The Dean."

9.7. The Cadet Master

The Cadet Master has no vote on the local Foundation company council, but has the right to represent the views of the cadets at local council. The Cadet Master is a cadet elected by the acclaim of the

cadets in open meeting.

The Cadet Master is responsible for ensuring that cadets successfully complete training and development assignments.

The Cadet Master also represents the local company cadets at the quarterly Regional Cadet Congress.

The Cadet Master nickname is by tradition "Skip."

9.8. Squads

The normal members are grouped into squads of eight plus a leader for ceremonial activities and general discipline. The Squad Leader will be either a Sergeant or an officer. The squad leaders report to the local company Master. The other members of the local company council are generally officers, but they can also be from lower ranking part of a squad.

Except in very small local companies, cadets form their own junior squads separate from the older journeymen.

Squad names within a local company are designated by colours. The names of precious metals such as gold and silver are rarely used and may only be awarded to a squad with the agreement of the national Council of Elders.

The local company Moot building normally has a private basement room reserved for each squad with changing facilities, individual secure lockers for each member. There will be storage for squad supplies, equipment and artefacts.

10. Local Company meetings

For adult members there is normally one weekly meeting at the Moot. All members will be expected to attend, except for necessary absences. If a member cannot attend he should inform his squad leader in advance.

The meeting usually starts with an assembly and parade of the Company Colours, followed by Squad Reports. The ensuing activity will be some form of training (indoor/outdoor depending on weather conditions). Individual squad group activities will follow. The meeting will be closed with a short assembly ceremony during which awards may take place. The close of the meeting is marked by the sheathing of the local Company Colours or pageantry flag in their protective case.

The Company Colours is an embroidered flag mounted on a spear shaft. They are decorated with the Coat of Arms of the local company and also display any meritorious award decals assigned to the local company by the National Headquarters. When not in use the Colours are stored in a protective secure vault.

Individual squad activities, training and committee meetings may take place at other times of the week. Some of these support meetings are undertaken using secure internet conferencing from the members' homes.

During the meetings individuals will discuss their weekly targets and tasks with their Squad Leaders. Part of that discussion will be in a group as members discuss intelligence activity and developments within their own locality. It is considered normal for members to take part in and influence the direction of events affecting their local area. The Squad Leaders and Armourer will provide leadership on such matters.

Cadet meetings are normally held on days different from the adult

meeting. Normally cadets have two meetings a week; one evening meeting during week days followed by a half day weekend meeting.

Most local Foundation companies have their own sports teams who take part in competitive matches with other local companies in the region. There is a national and regional league table system for juniors and seniors within the Foundation for most sports. Details are available through the Foundation Net.

11. Local Company defence

The Foundation has had a long history of active defence for its relics, activities and property. This defence extends to individual members. It is based on the concept of "one for all and all for one" meaning an attack on one member will be treated as an attack on the whole local company.

The Master (and the Armourer) can call on all members to provide defence. Except in the matter of immediate self defence members must not react to defence events without the authority of the Duty Officer. In extreme cases a local company can call on the resources of other local companies through the regional HQ.

Part of the defence is to understand the local geographic area and to maintain routine surveillance patrols in the locality. The patrols will normally entail two members walking a pre-defined beat route. If they come across significant intelligence or anti-social behaviour it will be reported to the duty officer who will, after due consideration, pass information to the relevant government authorities.

12. Member Activities

12.1. Fitness and sport

The Foundation of Honour regards fitness of a member to be an important attribute and also part of the Code of Conduct self respect of individual members. There will be a continual programme of fitness training for all members. If the member is physically disabled their programme will be adjusted to provide a challenging scenario within the capability of the individual.

Each member is expected to walk at least 2000 metres every day as part of the exercise regime. All members will receive training in swimming and water sports. The Armourer will agree a programme of sport and athletics for each member, part of that programme will be regular involvement in group activity sports.

Each member will be encouraged to undergo an annual medical fitness check with his local doctor, if necessary at the expense of the Foundation, to ensure that any underlying medical conditions are treated suitably.

One of the targets of the fitness programme will be to tackle any obesity on the part of the member, but no discrimination against members is permitted on the basis of obesity. Where necessary dietary advice will be provided.

All members will receive parade and marching drill practice as part of squad activities. Instruction in such drill activities will be provided by the Armourer or an instructor designated by him.

Members will undertake training in unarmed combat as part of their physical fitness training programme.

12.2. Adventure

12.2.1. First Aid

Each member of the Foundation must be a qualified and competent First Aider with unexpired certification by an external organisation such as the Red Cross or St. John's Ambulance brigade. The external training will be supplemented by training exercises in Expedition First Aid and also disaster scenarios.

12.2.2. Map Reading

Each member must be a proficient map reader with the ability to navigate across country on foot using 1:50000 scale maps both with and without magnetic compasses. This must be demonstrated, without the use of GPS navigational aids, in unknown countryside at least once a year.

12.2.3. Expedition

Each member must have expedition training. He must be able to plan and undertake an under-canvas expedition every year. It must last at least two nights and involve 30 miles walking carrying all equipment. The expedition training must include basic mountaineering, river crossing and snow walking techniques.

Each member will receive training and practice in wholesome and safe camp cooking.

The regional Foundation HQ maintains a pool of vehicles suitable for support of expedition trips. These normally comprise mini-buses, four wheel drive SUV's and vans, and some small general purpose lorries for any heavy camp equipment and stores. These vehicles are available through a booking process on the Foundation Net. Drivers who have passed the relevant driving skills course are automatically

insured to drive these vehicles provided it is lawful to do so.

12.2.4. Pioneering

Each member must be proficient in rope knotting, lashings and splicing. He must demonstrate an understanding of the types of rope, rope tackles and pulley systems. Working as a part of a team he must undertake a successful construction using ropes and wooden spars every year. The member will receive training in the safe use of axes, saws and knives to fell, move, prepare and split timber.

12.2.5. Water sports

Each member will gain experience in personal water activities such as dinghy sailing and canoeing. The skills learned will include water safety, basic navigation, correct handling of the vessel and self rescue techniques.

Where possible the local Foundation company will also arrange group activity on large vessels such as sailing ships and canal boats.

12.3. Group Activity

12.3.1. Intent

In addition to the personal career skills of a member we regard it essential that the member can demonstrate his contribution to the public by acquiring and practising a broad range of skills other than passive activities. The training in these skills must take place as part of a group activity of Foundation members with members acting in pairs as a buddy system.

This skills development process will not occur overnight. It will be a plan of continual development for the individual.

Cadets will be assigned individual adult mentors. The mentors will help the cadet to realise the maximum from both the Foundation of Honour training and also the academic education provided by the state. The mentors will in turn consult with the local company Almoner when appropriate to obtain further support for the cadet. The objective is to help the cadet to develop and realise his full potential regardless of social background.

12.3.2. Construction

The member will receive training in and demonstrate continuing competence in the following practical skills.

Brick laying;

Plastering;

Roofing;

Decorating;

Carpentry;

Plumbing and sanitary waste disposal;
Electrical installation;
Turning and lathe work;
Metalwork and welding.

12.3.3. Transport

The member, including cadets, will receive training in driving a variety of vehicles. He must undergo regular testing to demonstrate his proficiency in driving, navigating and knowledge of road traffic law. He must demonstrate an understanding of basic mechanical maintenance of the vehicles. The range of vehicles where the Foundation require proficiency include:

Motor cars;
Light vans;
Tankers and HGVs;
Motor Cycles;
ATVs;
Tracked vehicles;
Wheeled excavators or backhoes.

The regional HQ will provide training courses and access to suitable vehicles. Where the law does not permit a cadet (or member) to drive these vehicles on the public road, arrangements will be made for access to train and practice on private road facilities during a residential training course. The training will include off-road skills in four wheel drive vehicles.

12.3.4. Language

The member must develop written and spoken fluency in one foreign language other than those where he already demonstrates competency. The regional HQ will issue guidelines on the preferred languages to be studied. This guideline list may vary from region to region.

If the member is not literate in the written English language he will be provided with assistance from the local company.

12.3.5. Music & Art

The member must learn to play at least one musical instrument and take part in Foundation band activities. The local the Foundation of Honour Company will, subject to the agreement of the local Master, provide the musical instrument of choice if the member does not wish to provide the musical instrument. We have found this to be an effective option when someone is starting to learn how to play the instrument. The instrument will remain the property of the local company.

The local band master will arrange the provision of suitable sheet music for band and camp activities.

All cadet members must gain proficiency in the care and use of a marching side drum as part of parade drill.

The member must also undertake some study of fine art and be prepared to demonstrate some knowledge of that art study to other members in the form of a lecture on request of the local Master.

12.3.6. Technology

The member must show proficient and fluent use of modern office computer technology and software. He must show a good understanding of telecommunications and the Internet. The

Foundation has a modern private communications network which can be securely extended via the Internet into individual members' homes and workplaces. Members will be provided with access to the encrypted Ghostfone network from their homes and other internet connections.

Cadets are also taught old style signalling, such as semaphore flags and Morse code using signal lamps which do not depend on a modern electronic telecommunications network.

12.4. Mental Ability

The local company will actively promote the practice of active mental skills by the member. This will lead to regional and national competitions. This skill is regarded as a highly important attribute of members. The objective is to be able to function well without the need for electronic or physical observation memory aids

12.4.1. Memory and observation training

All members, including cadets, will be given training and frequent practice in observing and memorising for correct recall, situation reports, instructions, multiple objects and people; unaided by written notes, mechanical or electrical devices.

Part of the training will include tracking skills in the countryside and surveillance techniques in urban areas.

12.4.2. Mental arithmetic

All members will be given training and practice in performing simple mental arithmetic such as addition, subtraction, multiplication and division. This will be practised without the support of mechanical or electrical devices.

12.4.3. Debate and presentation

Routine member activities will include debating and presentation before other members. Training will be given in public speaking, influencing and presentation skills. The training will include experience in the effective use of voice and video conferencing technology.

12.4.4. Negotiation skills

Members will receive training in negotiation techniques. This will be an essential skill for dealing with other members of the public during times of stress.

12.4.5. Crisis management

Members will be trained in crisis management skills. Each member should be ready to lead or take part in a team managing a crisis situation. Part of the training will involve participation in local, regional and national call-outs. Members must understand the facilities available and the normal procedure to be followed.

12.5. Contribution to society

The Foundation of Honour provides public service by training its members to be ready for civil defence. It also facilitates this by certain arrangements which place members to be working in key positions of influence in the local area or on a national basis. Each member will contribute in their own way to be prepared to assist when the need arises.

12.5.1. Social

Members are also encouraged to take an active part in local society outside of the Foundation and to provide assistance to those in need. While this work may not be publicised as a Foundation activity, the member can call on the resources of the local company to assist. Any such arrangement or requirement should be discussed with your squad leader. Care should be taken not to expose the activities of the Foundation to public attention.

12.5.2. Respect for law

The local company will provide discreet assistance in promoting law and order within the community. As part of the process of creating intelligence on the local population in preparation for civil defence, members will undertake routine patrols in their area. Anti-social activities of the public will be brought to the attention of the relevant law force.

13. Local Company Intelligence

13.1.1. History

The Foundation of Honour has throughout its history worked to improve the lives of others by advising the decision making process of key officials and business people. Part of the process for this is to understand the organisational structures of local official bodies, organisations, people and businesses in order to identify key personnel in the local decision making process.

13.1.2. Records

This information is collected by ordinary members of the Foundation as part of their routine daily lives. The data is held on a local database for reference when the need arises. Access to this database of information is collated and controlled by the Armourer. The data is stored using very secure encryption technology.

Historically the information was written by hand in large ledger books, but now it is recorded through services provided by the Foundation Net. In addition to text based reports the system holds photo images, video reports, local motor vehicle records and some electronic data.

13.1.3. Privacy

For reasons of privacy and also to prevent abuse, this database is not shared with organisations or people outside of the Foundation excepting special and rare cases approved by the national headquarters.

14. Civil Defence

14.1. Background

The Foundation of Honour has a duty to protect others in times of need. To achieve this needs careful planning, good training and the right kind of resources held in reserve. When there is some major disaster we must be ready to help those who survive and need assistance.

In the mid 20th Century in preparation for the aftermath of a possible nuclear bomb war, the UK government had a well organised [Civil Defence service](#) with hundreds of thousands of trained and equipped personnel. At least two weeks worth of food supplies and supporting were held in reserve for the nation in government warehouses by the Ministry of Agriculture Food and Fisheries.

Successive governments have gradually neglected that commitment and most of those Government food reserves no longer exist. Successive budget reductions by the Government Treasury Department eliminated this facility.

It should also be noted that fresh water distribution and local storage is increasingly dependent of mains electricity power as the Utility Companies sell off land previously used for storage facilities to property developers. This lack of local water tanks greatly increases the risk of water shortages to the public in the event of prolonged power outages causing pumping failures.

The Elders of the Foundation of Honour feel that the members should be in the position to offer help in the event of a major emergency. Detailed plans are in place to offer support on a local and regional basis. The Elders have decided that the existence of this support structure must be kept secret and hidden from the public until it is really required.

We do not intend to replace the function of the Armed Forces nor the police or emergency services. In theory the responsibility for disaster support is now with local government authorities, but in practice they are ill prepared for such an event. If a situation arises where it is necessary to offer support to the government authorities the regional headquarters of the Foundation of Honour will make contact and offer support. The regional HQ will coordinate and activate our teams of members when necessary.

14.2. Preparation for civil defence

The Foundation has made preparations and plans for such an event, including:

- Emergency food stockpiles stored in secure warehouses;
- Field kitchens, portable power generation and fuel supplies;
- Emergency shelter equipment, water purification and portable sanitation;
- Mobile showers and personal washing facilities;
- Emergency medical supplies and equipment;
- Clothing and laundry facilities;
- Transport facilities for supplies and people;
- Mobile cash banking and leaflet printing facilities;
- Secure facilities to assist maintenance of law and order;
- An integrated command, control system and contact centres.

We also have constructed emergency accommodation. This sheltered accommodation is waiting in standby for those people in some large cities, who may have been displaced from their homes. It is basic in nature and not particularly comfortable but will provide refuge from the elements. The accommodation is securely located and will provide protection from anti-social activities. It is to be regarded as transitional accommodation until people can be moved to a camp or other accommodation away from the area of risk.

14.3. Training

All members of the Foundation are trained as a matter of routine activities to take their part in assisting a civil defence incident. Part of our routine membership activities is to test these facilities and the training of our members. In the event of a major invocation local members will be assigned to regional groups. Regional HQs will be coordinated by the national HQ, but there will also be continual interaction between individual regional HQs on a network basis.

14.4. Communications

It is assumed in the event of a major invocation that the members of the Foundation cannot rely on national utilities such as water, electricity, gas or motor fuel being easily and reliably available to support the public. It is assumed the national telephone system and internet will not be available to members of the public. The Foundation has made arrangements for an alternate protected data and voice communications network system. It is connected to, but independent of, the public national systems.

In event of a major invocation the national Foundation Radio service will be broadcast in the locality with additional local bulletins by the local company members.

14.5. Regional facilities

The documentation of these regional facilities is outside of the scope of this handbook. Separate documentation and training is available to those members of the Foundation who have responsibility to act as Civil Defence coordinators. There will be one or more such coordinators in each established local company of the Foundation of Honour. If you seek more information you should seek this via your local Master.

14.6. Local Company provision for Civil Defence

14.6.1. Introduction

Each local Company is expected to make some first line Civil Defence preparations to provide support to their local community until the regional Foundation and/or Government arrangements can be put in place. The local company should make provision for the following areas:

- Emergency food store;
- Emergency field kitchen and fuel;
- Emergency power and water;
- Emergency sanitation and washing;
- Tents, bedding and clothing;
- Rescue equipment;
- First aid equipment and treatment;
- Standby command post;
- Local security.

14.6.2. Endurance

The local Company should aim to be able to provide up to ten days support without resupply to their local community. It will not be the whole community in the locality, but just those who are in desperate need. The local command post will communicate details of the local needs to the regional command centre.

14.7. Food

Emergency foods will be stored locally in a secure place, protected from looters or unauthorised resale. The food will be sourced from regional HQ in advance of any event and will be subject to routine inspection for quality and expiry dates.

14.7.1. Stockpiles

The Foundation warehouses hold stockpiles of essential foods for distribution when local Company stores become exhausted. Details of the arrangements for secondary distribution of food stores are under continuous review and will only be issued to the local Companies following the declaration of a disaster invocation.

14.7.2. Type of stored foods

The objective is to provide basic meals rather than win culinary awards. The food will be almost entirely dry foods with a long shelf life such as lentils, barley, rice, sugar, tea, instant coffee, flour, legumes, instant potato, soup powders, gravy powders, spices and herbs, dried yeast, dried milk, dried egg, freeze dried vegetables and freeze dried meat/fish. It will be supplemented with dried fruit, canned fruit, canned vegetables, canned evaporated milk, golden syrup, canned jams, canned butter and vegetable oils. Frozen and fresh food will not be locally stored on the assumption that electric power may not be available.

The stocking and issue of food and equipment to/from stores will be controlled by the company quartermaster.

14.7.3. Priority in distribution

Food priority will be given to those members of the Foundation of

Honour actively involved in supporting the public. Members are expected to stockpile at least two weeks supply of food and alternative cooking arrangements in their own home without the need to resort to local company food supplies.

14.7.4. Ready meals

The emergency foods will be supplemented with military style "MRE" (Meals Ready to Eat) ration packs. These are to be delivered by members only to those people who genuinely cannot attend the field kitchen centres. Uncontrolled distribution of MRE packs to refuge centre visitors will not be allowed. The MRE packs must be regarded as a secondary ration source.

14.7.5. Field kitchens

The field kitchens will be based on the nineteenth century type of military Soyer field cookers. These can cook a large volume of food and can be operated with a wide range of fuels such as wood, coal, oil, and gas. The cookers are not dependent on mains electricity or mains gas for their operation. Large camp ovens, multi-fuel similar to the Soyer, will be used for baking such items as fresh bread.

The field kitchen cookers are supplied through the Regional HQ, each local Company is expected to provide secure storage of the cookers and a stock of fuel ready for training or live deployment. The field cookers and standby power generators used by the Foundation are designed and manufactured to provide a supplemental feed of hot water for the kitchens and wash/shower facilities.

All Foundation members will be trained to work as a team cooking large quantities of food using these field camp conditions. The training will include menu planning, hygiene and basic nutritional skills.

Each field kitchen should also provide a range of cooking utensils, insulated food containers, cutlery, mugs, metal plates and serving tables. Canvas awnings will be provided to protect the cooks from the weather. The design of kitchen and dining area will vary considerably depending on local conditions, but all members will receive training and practice in the creation of such areas.

14.7.6. Public dining areas

Food will be served in a series of sittings in a defined dining area. It has been shown this is the most efficient method of organising diners and maintaining a clean dining area. It also helps to provide some structure and time targets to the lives of people recovering from a disaster. Defined sittings also provide an opportunity to dispense public announcements.

Where possible the dining area will be sheltered in a building or under canvas awnings. Bench seating and field camp tables will be provided. Co-opted volunteers from the public will be asked to assist in the process of washing up used plates and cutlery. The identities of people attending will be recorded by Foundation members assigned by the quartermaster.

14.7.7. Food waste disposal

Disposal of waste food will be handled by the use of composting bins on a local basis. The composting bins are designed to use the heat generated by bacteria to sterilise the waste. The objective of the composting is to reduce smells and to prevent the spread of disease by vermin attracted by food waste.. Each local company will maintain a holding of at least two such bins and garden implements to assist in un/loading of materials. The regional HQ will be responsible for distributing the purpose built composting equipment to the local company.

14.7.8. Waste Water from kitchens

Waste water created during cooking must be poured through a grease trap and drained to the grey water disposal system.

14.8. Standby Power

14.8.1. General

It is assumed that during a major incident all mains electricity and water supplies will be disrupted. Therefore each local company will hold standby generators, fuel supplies, spares and generator lubricants. The power generation will be sufficient to power local command centres, medical aid posts, field kitchens and local water pumping. The minimum generator fuel stock holding will be 15 days supply. The preferred fuel is diesel. Liquid fuel stored by the Foundation will be marked with a fuel dye to help prevent its theft or misuse.

14.8.2. Generators

The generators will be supplemented with field power switchboards, power meters, fuse boards, lighting systems and waterproof power cabling. The design of the generators, approved by the regional HQ, will include substantial silencing capability so that the units may operate without attracting public attention. Where appropriate the exhaust heat from the generators will be captured to heat water. Any such heated water will be stored in insulated thermal accumulators.

Locally generated heat will not be used to provide comfort heating for the local population except in extreme climatic conditions or in support of medical treatment of individuals.

The generated power intended for technology equipment in the command post will be regulated by a flywheel energy store UPS (uninterruptible power system). This will reduce the chance of damage to sensitive equipment by power surges.

14.8.3. Fuel distribution

Daily use fuel supplies will be transported stored in metal 20 litre jerry cans. The jerry cans will be replenished from metered large storage tanks housed in a purpose built building and a secondary containment bund. The field cookers are designed to operate directly from jerry cans, but if the circumstance arises that fuel needs to be transferred from the jerry can a fuel funnel must be used to prevent spillage.

When not in transit fuel jerry cans should stand upright on fuel drip containment trays. Fuel must be stored away (at least 50 metres) from the water supply source and waste water disposal locations. The total fuel store should be dispersed to tanks at several locations so that damage, requisition or theft in one location does not prejudice the continued supply of fuel. The storage of and issue of fuel will be controlled by the local company quartermaster's assistants.

Any minor spills of liquid fuel should be absorbed with sawdust or cat litter and disposed of by burning in the camp incinerator.

14.8.4. Protection

The generators and fuel supply will be provided with physical protection to prevent their loss or theft during a major incident. Their location should be treated as a matter of secrecy. The local company Armourer will be responsible for this protection.

14.8.5. Engineering

Members providing engineering support will be responsible for training all company members in the safe operation of field power generation and field electricity distribution systems.

14.8.6. Alternatives and surplus

If local conditions are appropriate, provision will be made to generate supplementary electric power using wind powered turbines and battery storage.

Where there is sufficient surplus generated power, and a lack of mains power, the local company will offer to the public secure facilities for the recharging of portable devices such as mobile phones or laptop computers. The local company will also hold a stock of batteries, hurricane lanterns and their fuel for distribution on a controlled basis to needy members of the public.

Where it is anticipated that wood burning will be one of the power sources, for example in the field kitchen, the local company will hold stocks of axes, bow saws and spare blades, wood splitting wedges and mauls.

14.9. Water Supply

14.9.1. Local Provision

Each established local company will maintain a flood protected water supply, such as a deep level borehole in their locality. Creation of a water source is the responsibility of the Regional Foundation masons. Access to any borehole will be physically protected under the command of the local company Armourer.

14.9.2. Borehole

The regional HQ will fund the development of borehole facilities and provide the necessary engineer support to provide and maintain the borehole equipment. Water quality will be tested on a routine six monthly basis regardless of whether it is a time of normal life or emergency. The local company will identify other water sources to supplement the primary supply. The supplementary supply will be assumed to be contaminated and requiring treatment prior to use.

14.9.3. Storage

A local water storage tank will be situated close to the primary source and charged with fresh water (either mains or pumped) when a major invocation has been declared. This will help to act as a supply buffer to help cope with short term fluctuations in demand.

14.9.4. Distribution

The local company will maintain a stock of empty ten litre capacity plastic water containers which will be used for the purposes of drinking water distribution to the local supported population. To prevent wastage, the distribution of containers and water will be

controlled by quartermaster vouchers. Pre-printed leaflets will be made available to guide members of the public in how to obtain and use the water. Any such water will be marked with a harmless dye so that the public can recognise it as safe and also unauthorised redistribution can be recognised. The regional HQ will provide stocks of the dye concentrate.

14.10.Sanitation and washing

14.10.1.General

One of the great risks in the event of a disaster is that disease arises through unsanitary conditions. If mains power and or mains water is interrupted it is likely that the local sewage disposal system to private housing will break down. The local company will hold stores and equipment in preparation for such an eventuality and offer public toilet and washing facilities for the general public.

Provision will be made for the temporary and disposal of the waste water and sewage solids arising from this service. Detailed training will be provided to each member of the local company so they can use stored equipment and also improvise with other building materials to create latrines.

14.10.2.Disposal

The local company will hold latrine units in storage ready for immediate deployment. The units are designed to operate with a minimal amount of flush water. Grey waste water will be used for flushing. The waste from the units will drain to handcart tanks which can be wheeled to suitable temporary storage/disposal sites. In the event of an invocation the regional HQ will arrange for sewage disposal tankers to visit the local sewage disposal holding sites.

HQ also holds stocks of trailer mounted mobile self contained anaerobic sewage treatment plants, each capable of supporting up to 500 people, to be deployed during extended disasters. These units can produce biogas fuel which can be used to generate heating and/or electricity.

14.10.3. Latrines

The latrines are designed for easy operational maintenance. They are easy to clean with disinfectant sprays and can withstand cleaning by high pressure water washers. Latrine tents which will provide shelter and privacy have been designed and manufactured to house the latrine units. The regional HQ can arrange supply of these latrines and their tents. Hand washing facilities will be provided adjacent to latrines and dining areas.

14.10.4. Wash tents

Wash tents are available to provide washstands and basins for members of the public and local company members. The tent framework will support lighting, plumbing, towel rails, soap dispensers and mirrors. The snap-together plumbing system allows for hand pumped high level water tanks and, where available, heated water. Drainage will be to nearby grey waste water bladders for later disposal.

Shower tents and shower units may be provided if there are no issues with local water supply. All of the sanitary and wash tents are equipped with raised self-draining floors which can be easily cleaned.

The local company will hold stores of:

- hand soaps;
- shampoo and hair combs;
- razors;
- toothpaste and tooth brushes;
- towels;
- plastic hand bowls;
- detergents;

bleaches,
disinfectant;
anti-bacterial face masks;
cleaning materials, thick rubber gloves and stiff brushes.

These items will be stored in bulk containers sufficient for 21 days usage and will be used for the purpose of maintaining sanitation. To help prevent the spread of infection, towels will be high temperature washed and dried on a daily basis once used or dirty.

14.10.5. Pest Control

Stocks of insecticide concentrate and hand pumped pressure sprayers will be held to control insect infestations. Rodent control measures, such as poisons and traps, will be held in stock by the quartermaster.

14.10.6. Rubbish disposal

In the event of an invocation where members of the public are forced to leave their homes, in the locality of a Foundation company, a refuge camp will be built by company members and also co-opted volunteer members of the public. Sanitation on the camp will be the responsibility of the local company Adjutant. As part of the camp operation there will be rigidly enforced procedures to control rubbish on the site. All non-food rubbish will be collected in open 205 litre steel oil drums positioned around the site. The collected combustible rubbish will be burned in scrap oil drums modified by the local company mason to create incinerators.

14.11. Tents, Bedding and Clothing

14.11.1. General

The disaster support planning of the Foundation of Honour presumes that most of the public will be able to find sheltered accommodation after a major incident. We recognise there will be a small proportion who cannot find any shelter.

14.11.2. Stocks of camp material

Each local company will hold stocks of marquees, tents, tarpaulins, pioneering poles, scaffold poles, duct tape, cord, plywood, timber and plastic sheeting to assist in the provision of temporary accommodation.

To supplement the construction and layout of the camp there will be stocks of ropes and stakes to mark boundaries and pathways. Plastic ground matting stock will be held to protect high usage pathways from becoming too muddy.

The local company quartermaster will maintain a stock of polyester sleeping bag, camp beds, sleeping mats and foam pillows to support those who may be housed in the tents. Each item will be indelibly marked as property of the Foundation. The local company will also hold a substantial supply of metallised plastic emergency blankets and plastic rain capes for immediate distribution in the event of an invocation.

14.11.3. Spare clothes

The local company will maintain a stock of clean dry second-hand outerwear and clothing (all age ranges), packs of new underwear, packs of socks, pairs of shoes and Wellington boots for distribution

to members of the public in need at the refuge camp. These will be supplemented with clothing repair kits. The clothing store will additionally include clean terry cotton nappies and waterproof baby pants, sanitary pads/tampons, condoms for use by those people lacking homes.

14.11.4. Control

The issue of stock items will be controlled using quartermaster vouchers.

14.11.5. Laundry

If local conditions permit the local company may construct laundry and drying facilities using cleaned 205 litre steel oil drums to act as boilers and rinse tanks. Other than washing detergent, clothes lines and pegs, no stores will be held to provide laundry facilities. First priority in any such laundry facilities will be for Foundation sanitary, medical, kitchen needs and member uniforms.

14.12. Rescue Equipment

14.12.1. Policy

Following an invocation the primary objective of the members of the Foundation of Honour will be to support the survivors rather than mounting rescue activities. This is on the principal of triage where the support efforts are focused on those most likely to survive and not "wasting" resources on those unlikely to survive the disaster. The main rescue effort should be left to government agencies such as the Fire Service and Armed Forces. The Foundation will assist the government agencies by organising food, shelter, showers and medical aid to their personnel involved in rescue if the personnel do not have access to such facilities.

14.12.2. Fire fighting

The UK Civil Defence force used to have a large fleet of fire engines held in store around the country. These were nicknamed Green Goddesses, but they were all scrapped/sold off a few years ago. The Council of Elders has decided, while it deplores the decision of the Government, **we will not offer** any form of fire fighting capability other than that necessary to protect local company command centres, refuge camps and stores.

14.12.3. Basic rescue facilities

However situations will arise where members are able to provide some assistance to those in need of rescue. All members will receive training in safe basic rescue techniques. Care should be taken to ensure that no members become casualties as a consequence of their rescue efforts.

The Foundation members will not usually become involved in rescue

fire fighting, though they will receive training in fire precaution and fire fighting relevant to the refuge camp. Similarly members will not be active in flood rescue, though in areas liable to flooding it is recommended that the local company officers plan to have access to small boats to facilitate the transport of essential supplies. In such areas it is important that the local company ensures that its disaster supplies are protected from flooding.

Typical rescue equipment will contain:

Aluminium Ladders;

Ropes and pulleys;

Some short support props, scaffold poles (& clips) and wooden spars;

Sledgehammers, Crowbars, pickaxes, and shovels;

Petrol saw with rescue cutting disks, Pedal cutter, Bolt cutter;

Portable diesel powered water pump(s) and hoses (with filter);

Portable diesel powered electric generator;

Chainsaw, Bow saws and axes;

Power cable and gas detectors;

LED lighting system and head torches;

Heavy-duty rubble portage bags;

Safety helmets, jackets and boots, dust masks (substantial stock), eye protection, heavy gloves;

Protective overall suits;

Wire frame patient stretchers;

Body bags.

14.13. First Aid Equipment

14.13.1. Preparation

The local company should be equipped and trained to provide emergency first aid and treat minor injuries and ailments of people attending the locality of the Foundation dining area or command post. Medic members will be certified in first aid treatment skills. The training will be further extended to provide treatment of minor infections. Those requiring further treatment will be directed to the nearest suitable government run medical treatment facility.

14.13.2. First Aid Post

The local company will create a first aid post near to the command post or dining area. It will comprise at least four beds and two first aid positions. It will be provided with electric lighting using rechargeable LED light bars. An isolation tent/covered area will also be made available for the initial treatment of any people with highly infectious conditions. The first aid post will have a couple of camp tables, some folding camp chairs and two stretchers available.

14.13.3. Medical equipment

The equipment will comprise two large emergency first aid packs with additional stocks of high use consumables. Additionally for skilled medical practitioners there will be emergency minor surgery packs, medical thermometers, medical gloves, face masks, stethoscopes, blood pressure measuring equipment, blood saturation meters, blood sugar meters and urine dip sticks, otoscope and ophthalmoscope. The practitioner's equipment will be kept in a locked steel cabinet to protect the medical stores from unskilled personnel. The practitioner packs will be supplemented with

antibiotic capsules, preloaded antibiotic hypodermic syringes, analgesia, anti-fungal treatment, sterile saline, iodine solution, stomach medicines, anti-diarrhea and medical steroids.

Each Foundation Member is expected to maintain their own first aid pack at home.

14.14.Standby Command Post

14.14.1.General

In the event of a disaster invocation the local company will set up a local command post. The purpose of this is as the name suggests. It will command and co-ordinate the local activities of the Foundation of Honour members. It will also act as a hub for communication with the Regional HQ. The local command post will relay to regional HQ information on the extent of need, casualties, damage in the locality.

14.14.2.Invocation

At the time of an invocation the duty officer for the locality will use the local company on-call roster to contact people to attend the command post. In the event of a public incident that likely to cause an invocation all company members are asked to contact the duty officer. Details of how to achieve this and the various alert levels are contained in the emergency pack issued to every member. These procedures are regularly rehearsed during routine local company activities.

14.14.3.Readiness

It is **important that you are aware of your on-call status** at all times. If you become unavailable for your scheduled on-call duty you must advise the Duty Officer as soon as possible.

14.14.4.Communications in a disaster

If the public telephone system is not available or subject to official disruption the local company members based in the command post will use the secure and protected Foundation Net to communicate

with the Regional HQ. The Foundation Net connection is normally performed using pre-cabled connection, but encrypted satellite internet is available as a backup facility.

The Regional HQ (and some larger local companies) will hold a private mobile phone network hub device. It looks like a small suitcase. These can be used to provide mobile phone connectivity within a radius of one kilometre of the base station hub. These will normally be sited close to the command post. The range can be extended using repeater units.

Your personal GSM mobile phone can access this facility provided its SIM card has been registered with the hub. If an Internet connection or the Foundation Net is available for connection to the hub it is possible to gain limited access the public phone network through these devices, but the primary objective is to enable connectivity between local mobile phones.

The Foundation Net should not be used to provide internet connection for members of the general public. In some localities the Foundation Net will be extended during a period of invocation using wireless mesh techniques. This wireless mesh will be created and tested during normal non-emergency activities. The quartermaster can arrange the provision of purpose designed network cards for use with the Foundation mesh WiFi.

14.14.5. Local Radio Service

In the event of a major incident the national Foundation Radio service will be broadcast locally on an FM service with additional local bulletins by the local company members. This will provide news and information to the public. The service will be delivered by our protected Foundation Network to radio transmitters.

The local Foundation command post will distribute details of the frequency and programme schedule through noticeboards and leaflets at the dining area.

In the event of an extended public electricity power outage it will be possible to obtain wind-up radios via the regional headquarters. These will be released to the public on a voucher basis.

14.14.6. Messengers and Couriers

The emergency networks will be supplemented by use of the secure Foundation Messenger Service for communication with other hubs for flash messages, printed mail and small packages. Within the area of local activity uniformed cadet members will be used as runners to extend the Messenger Service, the activities of the cadet messengers will be managed and operated from the local command post.

The Regional Logistics team will handle the transport of larger items such as fuel and packing crates.

14.14.7. Public noticeboards

The command post will be used to facilitate communication for the public within the local area. Public notice boards will be made available close to the dining areas and at suitable locations around the locality. Where resources permit, the cadet messengers may be used to deliver urgent messages within the locality.

14.14.8. Vouchers

The command post will control the issue of quartermaster vouchers during a disaster invocation. At times of necessity the command post may recruit volunteer forces from the local public. The temporary volunteers will operate under the direction and discipline of Foundation officers.

14.14.9. Security

The command post should be of a secure weatherproof construction

with controlled access and protected by a security patrol and perimeter detector sensors at all times. The local company Armourer will be able to advise of the appropriate measures, it is his responsibility to ensure that appropriate security materials are available to construct the site.

The command post should be supplied with a protected electricity feed. Fuel for the command post standby generator will take the highest supply priority. Most local command posts are constructed on a large truck base, but they may be of any suitable construction. In some localities the command posts are pre-built in protected undisclosed covert locations ready to be activated when required.

The equipment of the command post will be provisioned by the quartermaster. As a minimum it will include:

- Secure lockable steel filing cabinet(s), with keys in sealed bag;
- Security safe and keys in sealed bag;
- Armoury safe and keys in sealed bag;
- Personal computer(s) and screen(s);
- PC Printer - 40 pages per minute, spare toner cartridges;
- Pass badge printer and badge supplies;
- Document plastic lamination device;
- Network router/firewall, patch panel and cabling for Foundation Net;
- Standby generator with flywheel energy store UPS system, power cabling and distribution board;
- Printing paper stocks, duct tape, cord, Stanley knives, drawing pins, pencils and biro pens;
- Local map (paper) pack;

Disaster planning pack;
Folding chairs;
Meeting table(s);
Work tables;
Duty officer cot and bedding;
Field first aid kit, safety helmets, fluorescent protective jackets and tabards;
Assorted safety barrier tapes 500M rolls;
Cans fluorescent marker paint;
Portable megaphone (45W), radio microphone and batteries;
Large fire or ship's bell with striker and stand;
Torches;
Multi-bandwidth radio receiver for public broadcasts;
Portable Foundation encrypted radio transceiver system, hand sets and spare batteries;
Portable lighting system;
Tool kit - lockable steel case;
Surveyor measuring Tape 100 M;
Whiteboard (at least 2m x 1.5m) and marker pens;
blackboard and school chalk.

14.14.10. Command post reception area

A sheltered public reception area should be made available adjacent to the command post. Non-members should not be allowed to access the command post itself. Any unauthorised visitors to the command

post should be immediately removed politely but firmly.

14.15. Local Area Security

14.15.1. Public order

It is inevitable that there will be some breakdown in public order in the event of a major emergency. The initial reaction will probably be disorganised looting of non-essential goods by crowds of people suddenly unrestrained by lawful authority. In urban areas this is likely to be heightened by the activities of local gangs. The next stage will be looting and theft by people and criminals desperate to obtain essential food stuffs, water and fuel for their own survival or for the black market.

14.15.2. Protection

It is important to ensure the Foundation refuge and command facilities are protected from occupation, requisition, theft or damage. This can be partly achieved using physical security, but it must be supplemented by a guard team. The team will take measures to proactively deter any such interference in our activities. Most of the time this can be achieved with a few members trained in security guarding techniques, but situations will arise where a larger number of members will be required to be present, in a show of force, to defeat a determined effort by groups of anti-social people.

The local company Armourer will receive full training from the Foundation Regional HQ in the techniques required to achieve and manage an enhanced response. Individual members will receive routine training in unarmed combat, self defence and crowd control as part of their normal training. Those members involved in active security events will be issued with suitable protective clothing by the local company quartermaster.

In the event of a major incident the Foundation of Honour may

authorise the release of robust supplementary defensive measures for our facilities and members, but details of those measures are beyond the scope of this handbook.

14.15.3. Intelligence

Part of the planning for good security is good local intelligence and influence placement. It is part of our routine activities to monitor our local areas and identify those people who may be a crime source or provoke/incite anti-social behaviour. An early action following the invocation will be to contact those individuals and advise them of our activity and the role that we will play in supporting the local community. We will emphasise to them what we'd regard as unacceptable behaviour on their part and might lead to enforcement action by Foundation members. If necessary we may remove trouble makers to a place of safety if they are not responsive to our advice.

14.15.4. Assisting public authorities

Throughout the invocation period we'll maintain a heightened monitoring of our area, also encouraging members of the public to provide information. Where necessary local authority policing will be kept informed of developments if they have resources to react. We will not replace the police/military, but we will provide support where they are lacking in effectiveness or facilities.

14.15.5. Additional Resource

The local Armourer will have the option of calling for additional security people and equipment from the regional Foundation HQ where necessary. It is also possible that situations will arise where your local company may be called on to assist on security matters for other local company areas in the region.

15. Useful Reference Books

This handbook is just the start in your journey to knowledge about the Foundation of Honour, it is worth reading some of the books listed below. You can obtain personal copies through your local quartermaster's office, they are not for sale through normal public booksellers.

The ancient history and myths of the Foundation

Ceremonies, rituals and rules of the Foundation

Foundation uniforms, badges and awards

The annals of the Elders

Activities and games for Foundation cadets

The Squad Leaders Handbook

Foundation Expedition Handbook

Foundation mental skills for young men

The Foundation in your life

Personal development through the Foundation

Fitness as the Foundation for life

The Foundation in Construction

Motor vehicle and transport in the Foundation

The Foundation Net and technology

The Foundation Intelligence in government

The Foundation Intelligence in commerce

The Foundation directory of offices and local companies

The Foundation Civil Defence and Disaster Planning Handbook

Foundation Moot design and operation

Most local companies hold a library of useful books that you can borrow, but many more are listed on the Foundation Net. If you do not have access to the Foundation Net, talk to your squad leader to gain access. The Almoner can provide assistance to those who cannot afford to fund, or are prevented by personal circumstance, an Internet connection.