



VOLUNTEER INSTRUCTIONS 2015

DUTIES OF COMMUNICATIONS VOLUNTEERS

Volunteers: TBA

A desk is set aside after Registration is complete. The communications equipment is set up on this table.

Duties:

Prior to the event:

- **Prior to the event ensure you have a complete list of all Volunteer's mobile phone numbers.**
- Setup equipment.
- Co-ordinate information between checkpoints, Central Control and LMRT.
- Maintain a log of all communications.
- Pass details of drop outs to checkpoints.
- Complete Missing Walker Protocol as required in Protocol.

Equipment:

- List of walkers registered
- Mobile phones – one for central control; one for texts.
- Phone rechargers
- Pens, pencils, notepaper.
- Laptop.

Health & Safety Issues:

Safe use of electrical equipment.

In the event of a walker failing to turn up at two checkpoints or not returning to the hall follow the Missing Walker Protocol.

First Aid – Any First Aid issues to be referred to LMRT in vehicle outside hall.