

VOLUNTEER INSTRUCTIONS 2015

See also the instructions for your specific duties

General Information

A HUGE THANK YOU TO YOU FOR VOLUNTEERING – HOPE YOU ENJOY THE DAY!

Night Before:

Set up hall – put out tables and chairs for registration, put up posters, etc.

'On The Day' Duties:

Registration of Walkers in morning:

Enquiries Desk

Registering/Booking in Walkers when they arrive

Kit spot checks

Door person

Afternoon Tasks:

Check-in of walkers returning after walk.

Kitchen: preparation and clean-up of tea/coffee/drinks/cake/biscuits/soup for returning walkers.

All Day Tasks:

Runarounds – on stand by to: collect walkers who drop out; drop off/collect water carriers; set up/remove unmanned checkpoints.

Communications – liaising with checkpoints and LMRT. Organising for drop outs to be picked up by runarounds,

Checkpoints – mountain tops marshalled by LMRT, low level checkpoints marshalled by COG.

Evening Tasks:

Clean up of hut – clean floor and work top surfaces. Remove rubbish.

Further Information You Should Be Familiar With Before You Arrive

Instructions on lightning

Risk assessment

Missing Person Protocol

Volunteer telephone numbers

In the Event of An Emergency.....

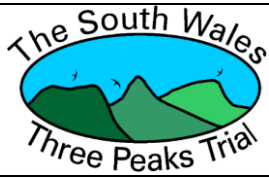
Contact

The person in overall charge of this event is the *Event Supervisor*. **In an emergency, the *Event Supervisor* will take charge of the situation and all volunteers must follow their instructions.**

First Aid

St John's Ambulance first aiders are at the hut from 3pm. If a medical incident occurs at the hut, they should be called to give first aid/contact the emergency services.

Missing Walker Protocol



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In the event of a walker being unaccounted for, the “missing walker protocol” will be followed and you may be asked to help out, for example, by checking for the walker’s car in the car park. Copies of the protocol will be available in the hut.