



VOLUNTEER INSTRUCTIONS 2010

General instructions

Please report to the Red Cross Hut, Fairfield Car Park, Abergavenny at your check in time (*Volunteer Organiser* will tell you what time you should be at the hut).

Bring with you:

- **your full walking kit.** In case of emergency, please bring this even if you are expecting indoor duties. Suggested kit: boots, socks, warm clothes, gloves, hat, waterproof jacket/trousers, spare clothes, map, compass, whistle, torch with spare bulb/batteries, spare laces, notebook/ pencil, survival bag, first aid kit, food for the day, emergency rations, sun tan lotion;
- **your mobile phone (charged!);**
- **these instructions, which include volunteer phone numbers for the day;**
- **any equipment needed for your particular duties - see attached.**

On arrival at the hut:

- **Let *Event Coordinator* know you are there and keep him informed of your location at all times.** The *Event Coordinator* will log you in and give you any equipment/instructions.

At the end of your day, before you leave:

- Let *Event Coordinator* know so that you can be logged out.
- Make sure you have returned any equipment or documentation.

Claiming your expenses

The *Event Treasurer*, (on communications desk) has forms which you can use to claim any expenses incurred during the day, such as petrol or mobile phone costs. If you give the *Event Treasurer* your completed form before you leave for home, he should be able to reimburse you in cash on the day.

Procedure where cash is needed for expenses on the day.

A float will be available, initially on the payment desk. Thereafter it will be kept by Julian. Under **no** circumstances should cash be taken without the *Event Treasurer's* agreement and without being properly recorded. All money received at the payment desk, including the residual float, will be given to *Event Treasurer* and recorded.

Lightning storms:

If you are on a checkpoint, inform base immediately. Base will issue instructions on whether the walk should proceed. See the instructions on page 12 on how to protect yourself if you are outside in the event of a lightning storm.

Risk assessment of the event prepared for insurance purposes

The risk assessment is available from the *Event Co-ordinator* and the website.

3 Peaks briefing session – Tuesday 23rd March, Chapter, 8 pm

This session is an opportunity for new volunteers in particular to find out more about what is involved but it is also a chance to fine tune plans for the day. If you are unable to attend the briefing, and would like more information, please email the *Volunteer Coordinator* or the *Event Coordinator*. If you have any queries on the day, see the *Event Coordinator* or the person in charge of your duties.