

# Walking Festival 2019 Checklist

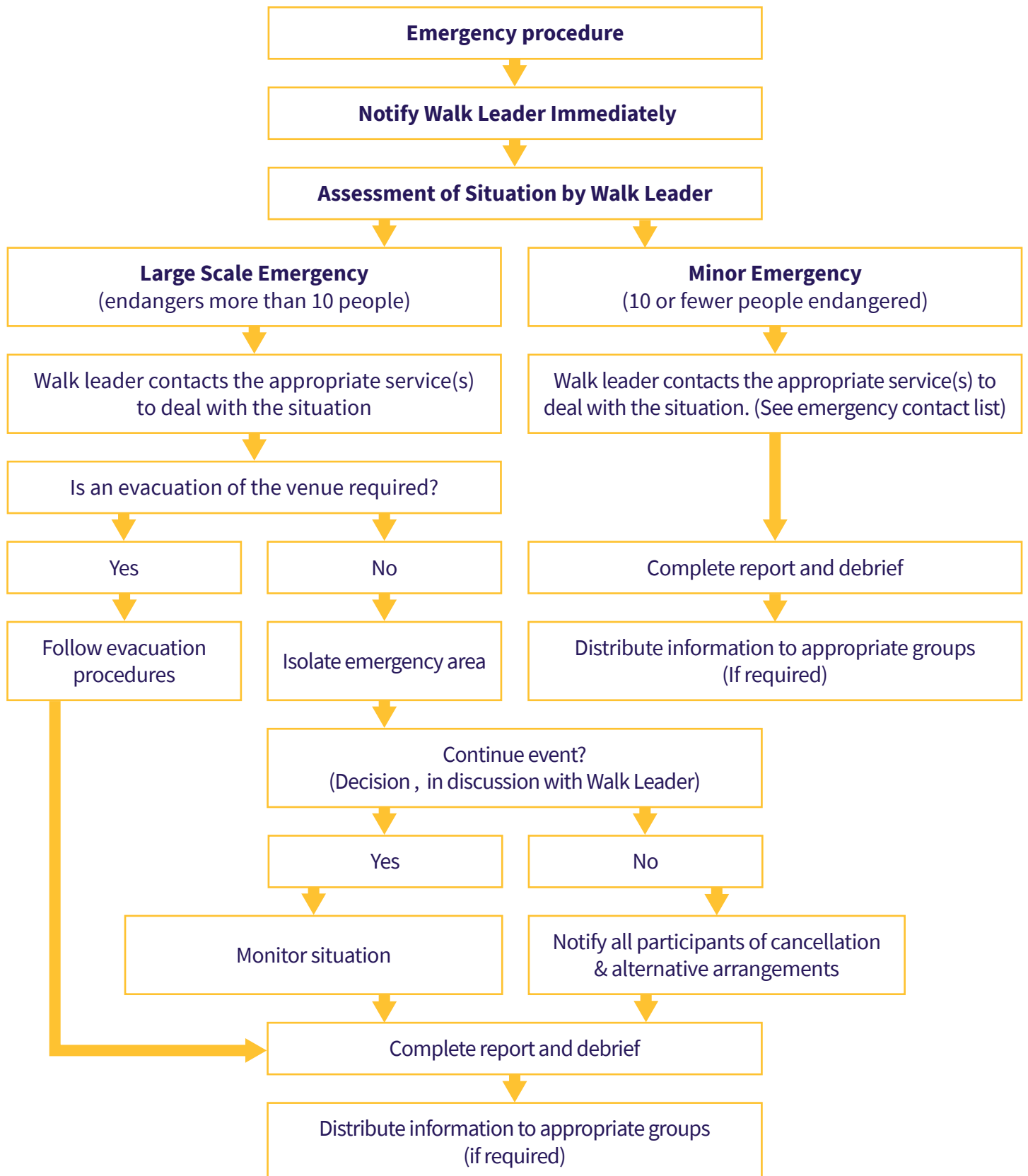
Before the walk	Yes	No	N/A
Track has been checked before the day of the walk and is suitable for the walk (especially if there has been rain or wind)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track has been checked for cellphone coverage before the day of the walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard ID form has been filled out to take into account the unique hazards of that walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid kit checked and if necessary re-stocked before the day of your walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader, tailender and trained first aider identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All paper work completed – flow charts of what to do -in case of: Emergency (fire, earthquake, medical incident); serious injury, missing person, important contact details, walk route map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancellation or Postponement Plan (include time of decision and who will communicate with participants and Walking Festival planning group) <b>Decision is made by Walk Leader as to whether a walk will be cancelled or postponed and is made <u>no later than 2 hours</u> before a walk starts</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that there is adequate parking to cater for the expected vehicle numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check adequate number of toilets is available and where	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On the day of the walk—pre-walk	Yes	No	N/A
Are weather conditions and track conditions suitable for walk to occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If not, the Walk Leader is responsible for letting the public know the walk has been cancelled or postponed as follows:</b>			
Phone The Breeze Studio 0800 3409494 and/or email christchurch@thebreeze.co.nz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone participants if bookings were required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone CCC Call Centre (03) 941 8999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email walkingfestival@ccc.govt.nz for Council to update The Breeze Walking Festival webpage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader has brought extra clothing and water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All walk leaders and tailenders will have appropriate clothing and footwear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leader and tailender has the following phone numbers:</b>			
• Walk Leader -			
• Walk Leader -			
• Emergencies 111			
• Police - Phone Central Police station 363 7400			
• Christchurch City Council Call Centre 03 941 8999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CCC Walking Festival contacts</b>			
1. Jacqui Miller 941 5333, 027 6377927			
2. Emma Pavey 941 5107, 027 689 0072			
3. Ranger			
Leader has a flow chart in case of serious injury or emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader has a flow chart of what to do if someone goes missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader has a flow chart in case of a fire emergency with provision for a person who has limited mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader has hazard ID/ Risk Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the day of the walk—Pre-walk	Yes	No	N/A
All leaders and tailender to carry a whistle and fully charged cellphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High visibility clothing for walkers and leader is worn at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking area signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate parking supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provisions to move broken down or stuck vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Walk	Yes	No	N/A
All participants to complete the sign in sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaders, tailender and first aider to welcome walkers to the event and introduce themselves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader to brief walkers, pointing out leader and tailender, first aid emergency procedures, outline of the route you are taking and reconfirm the time you anticipate finishing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaders will make it clear that parents/caregivers are responsible for their children at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaders will make it clear that if dogs are allowed they must be on a lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaders will inform the walkers that when walking they obey all road and traffic rules (use crossing lights to cross, keeping on footpaths, keeping to the left etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader will inform all walkers that they must tell the leader or tailender if they intend to leave the group for any reason	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leader and tailender will check with participants that they are wearing or have appropriate gear:</b>			
<ul style="list-style-type: none"> <li>• jacket/raincoats</li> <li>• appropriate footwear</li> <li>• sun hat/winter hat, sun repellent</li> <li>• water and food/snack (depending on length of the walk)</li> <li>• medication (inhalers, angina tablets, anti-histamine, etc)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader will have a system to report and record incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader informs the group who is the first aider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaders will mitigate hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader will count the numbers in the group at the beginning of the walk, again when leaving any rest points or information stations, and at the end of the walk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader and tailender to ensure all walkers must be able to see the walker in front of them and the walker behind them. If the route is difficult, stops will be necessary to prevent a walker from taking a wrong turn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

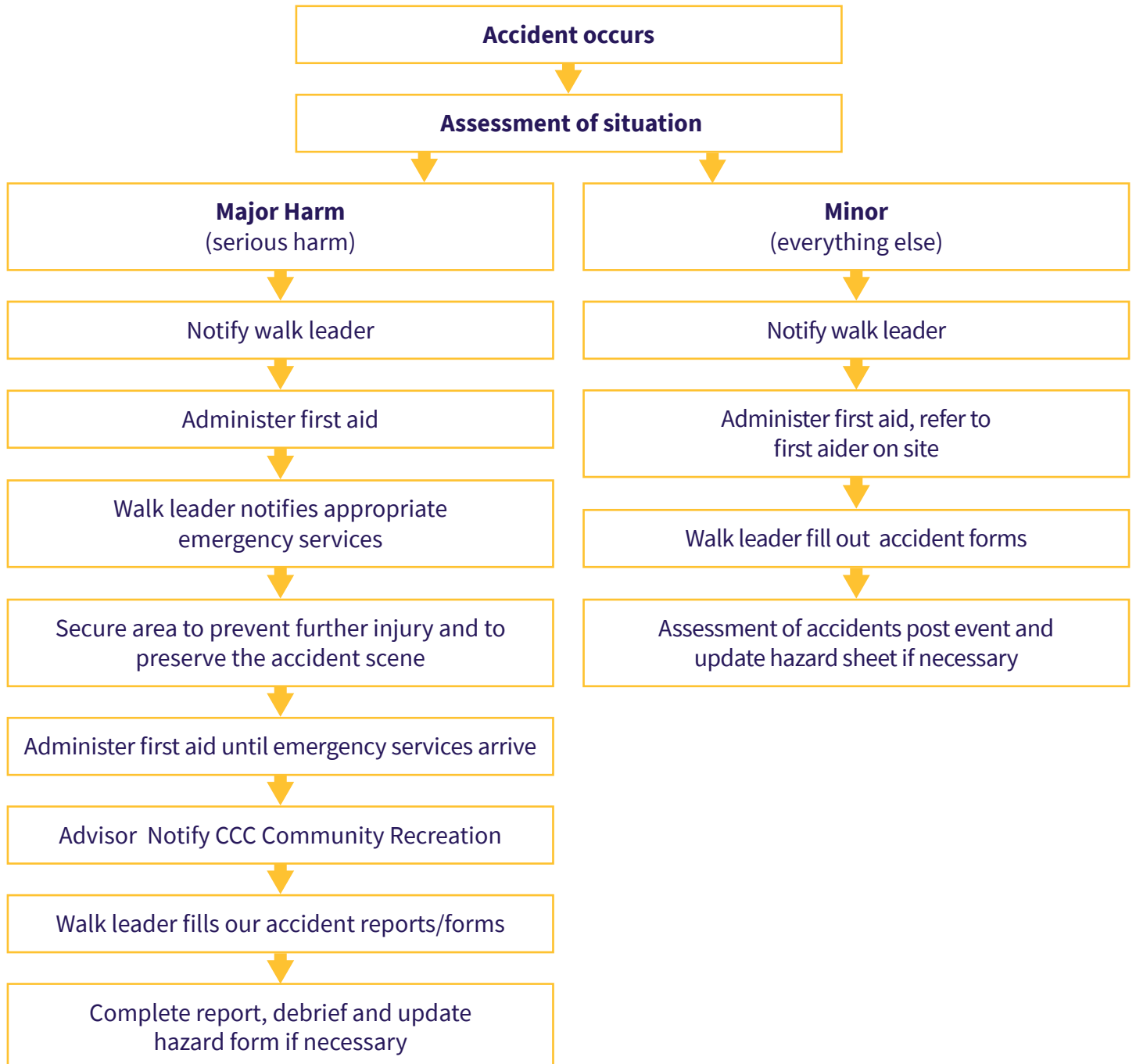
Post walk	Yes	No	N/A
Leaders will look at hazard form and see where it could be improved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaders will complete evaluation form at the end of the walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Emergency procedure



# Accident procedure

In case of an accident the following steps will be followed.



# Fire evacuation procedure

Anyone discovering fire must immediately call the Fire Service and report the fact to the nominated walk leader.

## **TO CALL EMERGENCY SERVICES;**

### **DIAL 111 AND ASK FOR SERVICE REQUIRED**

**Our address is** \_\_\_\_\_

The walk leader or the tailender will call firmly: ***“THIS WAY OUT PLEASE”***

## **THE PRIORITY IS EVACUATE and THEN If possible, fight the fire.**

All participants must report to the nominated walk leader to assist as directed.

The walk leader, together with the designated volunteers, will ensure that all walkers are assisted from the area.

The walk leader will ensure everyone is present and clear of the fire.

Walkers are to be directed to the nearest designated assembly area .

Everyone will remain there until otherwise directed by the walk leader or a Fire Department officer.

- **THE SAFETY OF THE PUBLIC DEPENDS ON YOUR ACTIONS**
- **INSTIL CONFIDENCE**
- **CARRY ON YOUR DUTIES IN A CALM AND EFFICIENT MANNER**
- **WALK DO NOT RUN**
- **AVOIDANCE OF PANIC IS ESSENTIAL**

# Earthquake procedure

- Keep calm!
- Keep clear of possible hazards, move to a clear area or safe zone if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, rock fall and other hazards
- Keep a vigilant lookout for participants and public
- Instruct those people who are outdoors to take suitable cover as necessary.

## **Once the earthquake is over:**

- Follow instructions given by walk leader
- Assess all areas for safety.
- Request urgent assistance for any people with major injuries who shouldn't be moved
- Administer first aid to people with minor injuries. Check that all facilities are fit for use
- Check that all equipment is safe and operating correctly.