



**U3A Knox Inc.**  
**Policies and Procedures Practice Manual**

**Title:                   Emergency Procedure for Long and Short Walks**

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All members joining Long or Short Walk groups must be made aware of this document by their leader, and reminded of the content of the document during the year as needed.

**Equipment etc.:**

- Backpack, warm and wet weather clothing.
- Sturdy walking boots and /or shoes.
- **NOT ALLOWED - thongs, light runners, sandals, and open-toed shoes.**
- Morning tea, lunch and drinks to be carried.
- Current member's U3A ID must be worn.
- Walking poles, small folding stool: optional.

**Medical:**

- Members are encouraged to carry their own medical First Aid Kit and personal medication.
- Prior to the start of the walk, members are to advise the Leader if they have a medical problem.

**Communication/Emergency:**

- Mobile phone and Emergency Position Indicating Radio Beacon (EPIRB) is carried by the leader.
- The mobile phone number of the Leader is to be listed on the term walking programme, a copy of which is to be handed to each member of the walking group prior to the start of the term.

**Safety Procedures:**

- Prior to start of walk the attendance sheet is to be completed by the leader.

Members form a circle.  
Leader gives details about the walk.  
Call for volunteer to act as whip.  
Group numbers off.  
Leader checks total number against attendance sheet.

- At the conclusion of the walk

Leader checks numbers to ensure that none of the members is missing

If, on day of the walk the predicted temperature is 30 degrees or over, or the day has been declared a total fire ban, the walk is automatically cancelled.