

Parkinson's Unity Walk Event Staff & Volunteer Briefing



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Parkinson's Unity Walk Event Staff & Volunteer Briefing

Name of event: Parkinson's Unity Walk 2010
Event date: Sunday 29 August
Event location: Federation Square, Corner Flinders and Swanston Street, Melbourne

IMPORTANT INFORMATION FOR ALL VOLUNTEERS

Volunteer roles:

- Registration Team
- Course Marshal
- Event Ambassador

Why our Volunteers are important

An important part of your role is helping to create a friendly, welcoming, professional, courteous and stress free event for all while professionally representing the event host, Parkinson's Victoria.

Regardless of your official role on the day, we encourage you to greet and welcome participants, give words of encouragement during the walk, be helpful with directions, keep an eye out for people who may need or appreciate assistance, smile and enjoy yourself!

Specific staff will be allocated to various tasks, but your supervisor may ask you to do something outside of your job description. Do not perform any tasks that you are not trained or able to do safely.

What to wear:

Neat, clean, un-torn clothing, such as jeans and a T-shirt, and comfortable shoes. The weather may be cool or wet, especially early in the morning of the event so you may like to bring a lightweight jacket. You will be provided with an event t-shirt and/or STAFF EVENT VOLUNTEER VEST to wear on the day.

Course Marshalls will be supplied with a Unity Walk bag to carry personal items with them while on the course. **All volunteers will be supplied with a bottle of water and muesli bar during their shift.**

Please note: we will not have storage facilities for bags etc so please bring only what you need. Individuals will be responsible for the safety of their own personal items.

Identification:

All volunteers will be required to wear a lanyard with supplied event ID and a safety vest identifying them as a UNITY WALK EVENT VOLUNTEER.

Your Lanyard will also carry important information about who to contact should you have specific questions or concerns during the event.

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Volunteer Start Times:

Please note the role you have been allocated to and go directly to the Volunteer marquee to check in. All Volunteers check in at the Volunteer marquee.

- Registration Team: 7.30am
- Course Marshal: 9.00am
- Event Ambassador: 8.00am

Upon arrival please report directly to the meeting point.

Volunteers meeting point:

There will be a dedicated VOLUNTEER marquee on the day and operational throughout the event. Upon arrival please go to the Volunteer marquee. Before leaving the event after finishing your shift, please return to the Volunteer marquee to sign off and return your lanyard and vest.

Your contacts

Your contacts during the event, unless otherwise advised are:

Judith Mooney (Parkinson's Victoria): 0447 xxxxxxx

Carla Buriani (Doe Events): 0423 xxxxxxx

Volunteer Finish time:

The event is scheduled to conclude at approximately 1.30pm. Volunteers are requested to stay until 2.00pm unless otherwise advised. Please advise your supervisor if you need to leave earlier than 2.00pm.

When concluding your shift, please ensure you report to your supervisor (or sign off with the staff member at the Volunteer meeting point) prior to leaving the venue/event and return your safety vests and other equipment.

(Some volunteers may be permitted to finish their shift earlier however this will depend on the needs on the day:

Sunscreen and water:

Please look after yourself during the course of the day. Water is available from your supervisor. Consume adequate liquids and wear appropriate clothing, footwear and protection for the weather conditions.

Volunteer breaks:

Breaks will be allocated by your supervisor on the day of the event.

Weather:

The Walk will continue, rain, hail or shine. In the event of seriously dangerous weather the Walk will be cancelled. You will be notified by mobile phone if this occurs.

PLEASE NOTE: VOLUNTEERS ARE NOT PERMITTED TO PARTICIPATE IN THE WALK WHILE ON DUTY

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IMPORTANT INFORMATION ABOUT THE EVENT

What is the purpose of this event?

To raise awareness and funds for research to find a cure for Parkinson's and to fund the support services of Parkinson's Victoria.

What sort of people will be participating in this event?

Participants in Parkinson's Unity Walk are people of all ages, both adults and children. There may be some people with physical and/or mental disabilities and various levels of mobility. Participants may be people diagnosed with Parkinson's disease, family members and friends of people with Parkinson's, carers, health and allied health professionals, members of the general public and staff from businesses.

A-Z of Frequently Asked Questions

- **ATM:**

The nearest ATM is located next to the 7-11 in St Paul's Court (next to the toilets)

- **Course:**

The Walk will commence at 11.00pm and will proceed (east) along the Yarra River to Morrell Bridge. Walkers will cross the pedestrian only bridge and return along the Yarra to Federation Square (over Princess Bridge). The course is approximately 4km and it should take approximately 1 hour to 1.5 hours to complete. There is a short cut on the walk: reducing the course to approximately 2km. The cross over point for the short cut is to cross at the vehicle/pedestrian Swan Street Bridge.

Course Marshals will be located along the route and will be able to assist with directions. The entire course route takes place on paved footpath only. Please note that for the duration of the event the path will remain open to public access so bike riders, joggers and other pedestrians may be using the path at the same time as our event participants.

- **Disabled facilities:**

Ramps and elevators are located in parts of federation square. The course is disability friendly and relatively flat listing. Please be aware that there may be participants with varying levels of mobility. Be prepared to assist as necessary or on request.

Mobility Centre: Located in Federation Square Level 1 of the Federation Square Car Park (ground level adjacent to the ArtPlay playground).

The Mobility Centre loans equipment and has services for people with disabilities, older persons, and those with temporary disabilities. People can re-charge their electronic wheelchairs at the Centre. Disabled toilets are also located in the Mobility Centre.

- **Donations on the day:**

All donations can be made to Parkinson's Victoria at the Parkinson's Victoria Marquee.

- **Emergencies and First Aid:**

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First Aid Medical services will be present on the day and will be located near the finish line.

Comprehensive emergency plans are in place for the Walk. In the event of emergency, please inform your supervisor who will notify Event Management. Remain calm, and await instructions from your supervisor and event wardens.

COMMUNICATION / CHAIN OF COMMAND



If an incident occurs (big or small), event staff should report directly to the person above them in the chain of command, notifying them of the situation – providing full details of the location, time, your name and the name of any other parties who may have been involved. You should then await instruction from those above you in the chain of command.

The severity of the incident will dictate how high the information travels. A Crisis Management Team is in place to deal with emergencies and high risk issues.

Do not hesitate to report any problems/incidents to your supervisor, who will alert the Registration Marquee. This includes any situation you think may be potentially dangerous or hazardous.

Please be proactive in ensuring good housekeeping (litter collection) so that litter does not accumulate and increase the risk of fire or trip hazards.

What to do in the case of an incident:

Should you witness any incident, or require any assistance please contact your supervisor, who will inform the Registration Marquee. Security staff and other event staff will be present to relay any message on your behalf. In an emergency, please call any of the contacts listed in the Management Contacts list.

- Remember as much information as you can about the incident.
- Contact your supervisor immediately of any situation you think may be potentially dangerous eg: aggressive crowd behaviour, public accessing dangerous areas, (climbing structures etc), overcrowding.
- Do not hesitate to call Event or Course Management regarding any situation you are unsure of.

What to do in the case of a medical emergency:

If you find a participant that requires assistance remember to:

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- Ask the participant to stop and wait with you
- Ask the participant some questions including:
 - Their name
 - What seems to be the problem?
 - Their age
- Report to your supervisor with the participant's details
- Wait with the participant until assistance arrives
- If they will not wait or they change their mind after the initial call for help has been made, please tell your supervisor to cancel the request. Your supervisor will still complete an incident report form.

What to do with the participant when waiting for assistance

- Ask the participant to sit down, if they are feeling faint then they should lie down with their legs slightly raised
- Monitor the participant's condition, and update your supervisor if their condition changes – for the better or worse – for example if they become unconscious, start to vomit, or stop breathing, this should be reported to the control room
- Keep an eye out for assistance – look out for the volunteers coming to assist you and get their attention if they can't see you
- Stay in one place and move to the side of the walking path
- Gather any information that the Walk Management requires
- Give small sips of water if the person is conscious

What First Aid Officers will do...

- Assess the casualty and determine the best course of treatment
- Recommend Ambulance transportation if required

Filming:

The film company Westie Media will be present filming during the day.

Food:

Food will not be provided to event staff or participants on the day but can be purchased from any of the food outlets within Federation Square or along Swanston Street.

Lost property:

All lost property inquires or found items should be directed to the Registration Marquee

Media:

- A media publicist has been contracted to work with media for this event (Progressive PR). Should any media person approach you (with or without ID) please direct them to the Registration tent.

Under no circumstances should any staff member or volunteer comment or respond to any enquiries from the media, unless giving directions to the Registration tent.

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In the event that a member of the media approaches you, the following steps should be undertaken:

- Advise that you are not authorized to make a comment
- Advise that you will pass the enquiry onto the appropriate person
- Direct the individual to the Registration tent so their request can be actioned by the appropriate people
- Contact your supervisor and seek their advice
- Do not give out **any** direct contact names or numbers
- Always be courteous
- Never give a personal opinion
- Please always remember: There is no such thing as "off the record"

Missing persons response:

- Inform your supervisor of the situation
- Remain with child or informant at scene until Security or Event Staff/Management arrive
- Follow instructions from your supervisor.
- **Please advise your supervisor IMMEDIATELY if you have any reports of lost children.**

Parkinson's information:

People with Parkinson's rely on a variety of medications taken at various times of the day. In the event that you encounter someone with questions about their medications please direct (or escort if required) to the Parkinson's Victoria marquee.

This tent will also have a range of information about Parkinson's disease and Parkinson's Victoria. Members of the Parkinson's Victoria Health Team will also be on hand to answer questions

Photography:

An event photographer has been contracted to take photographs of the event and event participants. They will be roaming the event from approximately 8.30am to 1.00pm taking informal photographs of the event and event participants. These photographs will be available to participants to view, download and purchase from the photographers website: www.photoeventz.com.au/unitywalk

***As a condition of participating in the Walk, participants have signed the following waiver**

I acknowledge and agree that I participate in the Parkinson's Unity Walk at my own risk and that I am responsible for ensuring that I am adequately and appropriately prepared, both physically and mentally, for the walk. If I have any health issues or concerns prior to or during the walk, I understand and agree that I should immediately seek and act upon appropriate medical advice. In consideration of Parkinson's Victoria permitting me to participate in this event, I release and indemnify Parkinson's Victoria and all persons, organisations or corporations associated directly or indirectly with the conduct of the event, from and against all claims, liabilities, injury, loss or damage I may suffer or incur arising from or connected with my participation in this event.

I grant full permission for the organisers and media to use photographs, film or video footage of me participating in the Parkinson's Unity Walk and surrounding activities, promotion of this or similar events in the future or in relation to relevant fundraising activities.

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Questions on the Day:

There is a dedicated INFORMATION Marquee to handle event and other enquiries. This will be located next to the Registration Marquee. If you are unable to answer a question yourself, please direct the individual to the INFORMATION TENT.

Registration:

The Registration Marquee will operate throughout the event. People participating in the Walk will have either pre registered (registered prior to the day) OR will need to register on the day.

Please direct all participants to the main Registration tent.

Run Sheet

Event start time: 8.30am
Event finish time: 1.30pm (approx)

Event Run Sheet

8.30am	Registrations open
9.00am	Entertainment Face painting
10.00am	Welcome Warm up
11.00am	Walk commences
12.00pm (approx)	Walk concludes Event speeches/formalities/awarding of some event prizes
1.30 (approx)	Event finish

What else will be happening on the day:

Entertainment & speakers:

Pre-Walk: Face painting, live music from the Paul Van Ross band, live to screen video footage of the event and impromptu interviews with participants.

During the Walk: 'live to screen' video footage of the Walk, specifically Walkers crossing the finish line

Post-Walk: speeches from the stage, event formalities

Before and after the event there will be an MC who will formally host the event, give directions to participants and engage with the crowd. A selection of formal addresses will also take place from the stage.

Show bags:

Each participant will receive an event show bags (one per walker). These can be collected AFTER the event from the Registration Marquee. ***Only walkers who have registered to Walk are eligible for a show bag.**

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Smoking and alcohol:

Parkinson's Unity Walk is a smoke and alcohol free event. Smoking is not permitted at any time whilst you are a volunteer staff member during this event.

Sponsorship Money:

No sponsorship money will be collected on the day. Participants should be advised to direct any queries to the Registration Marquee.

Support Groups:

Parkinson's Victoria has 47 Support Groups located around the State. Many will be attending the event. Support Groups are meeting at the dedicated Support Group Marquee. Please direct any Support Group members to this area. Here they will be able to check in, collect their T-shirts and ID Bracelets and Support Group signs.

Toilets:

Toilets are located at:

- Between TimeOut Café and 7-Eleven in St Paul's Court. There is another public toilet block located in the Atrium, which is next to Kirra Gallery (inside Federation Square near BMW Edge).
- Public toilets are also located in ACMI and The Ian Potter Centre: NGV Australia.
- There are a limited number of toilets located on the course.

Transport: How can people get to the event/Where can people park?

All Volunteers are encouraged to catch public transport into Federation Square as there is limited parking and event organizers are unable to reimburse parking costs.

Public Transport:

- **Train:** Flinders Street Station is located opposite Federation Square on Swanston Street and services all metropolitan train lines.
- **Tram:** A tram stop is located on Swanston Street and Flinders Street. The City Circle free tram stops at Flinders Street. Stop 13
- **Bus:** Bus stops are located at the corner of Flinders and Russell Streets and Flinders and Elizabeth Streets for routes.
- **Parking:** Federation Square car park is accessed from Russell Street and Batman Avenue at a flat rate of \$8.00 on Sundays. Other car parks in close proximity include Flinders Gate, The Victorian Arts Center and Southbank.

Tribute Cards:

Participants have the opportunity to walk in honor of loved ones who have Parkinson's disease. These can be collected from the registration marquee.

T-shirts/Wrist bands

All participants will receive a Unity Walk t-shirt and orange wrist band to identify them as registered participants. They can collect these from the registration tent PRIOR to the Walk.

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***Please note, we are requesting that all walkers register to walk. Please direct anyone wanting to register to the Registration marquee.**

Keep an eye out for the orange ID wrist bands and suggest those looking to join the walk but not wearing a wrist band to register at the Registration Marquee.

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Lost child checklist

Lost Child		Found Child	
Child's name		Child's name	
Parent's Name		Parent's Name	
Childs age		Childs age	
Hair colour		Hair colour	
Eyes		Eyes	
Clothing		Clothing	
Height		Height	
Last seen		Last seen	
Time Last seen		Time Last seen	
Other information		Other information	
Time		Time	
Found by		Found by	
Time re-united		Time re-united	
Date		Date	

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Accident/Incident Report Form

Name	Address
Venue	Location of accident/incident
Date of accident/incident	Name of individual(s) who dealt with the accident/incident
Nature of accident/incident	
Details leading up to the accident/incident	
Details of events after the accident/incident	
First aid treatment given	
Has the accident/incident been resolved?	
Additional comments	

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Signed: _____
Signed: _____
Date: _____
Witness Details:
Name: _____
Position: _____
Contact number: _____
Signed: _____
Comment: _____

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Management Contacts:

Key contacts	Position	Organisation	Contact
Jane Doe	Site Management	Doe Events	
John Doe	Site Management	Doe Events	xxxxxxx
Joan Doe	Registration Marquee	Parkinson's Victoria	xxxxxxx
Jill Doe	Volunteer Registration	Doe Events	xxxxxxx
Josephine Doe	Volunteer Registration	Parkinson's Victoria	xxxxxxx
Janelle Doe	Media	Doe Publicity	xxxxxxx
Janice Doe	Course Management	Doe Sports	xxxxxxx
Jerry Doe	Course Management	Doe Sports	xxxxxxx

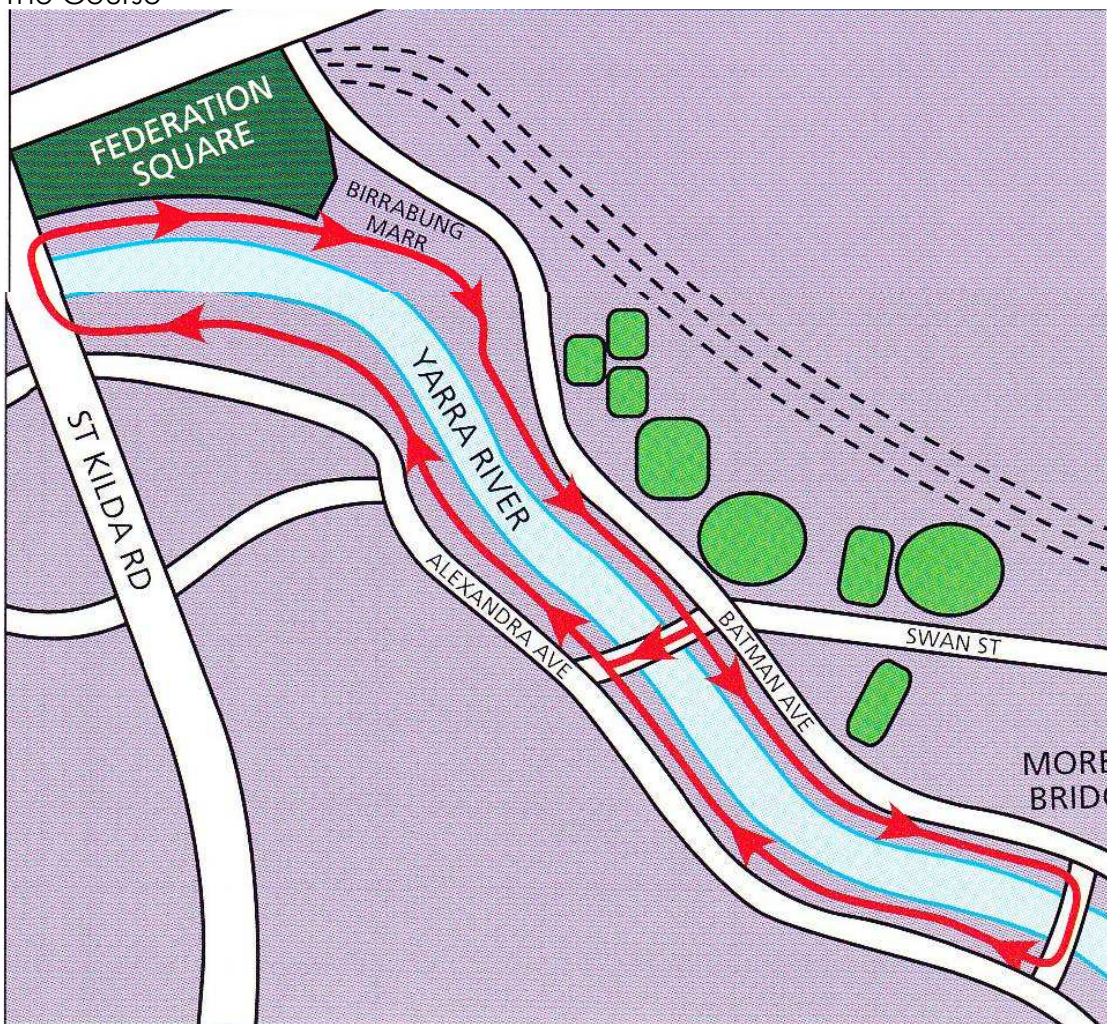
Role specific instructions: Refer to attachment.

***An in depth briefing will also be given to all event staff and volunteers on the day upon your start time.**

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Event area layout (Map)

The Course



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Information about Parkinson's:

Parkinson's (disease) is a neurological condition that affects the brain's ability to control physical movement, such as walking, talking and writing.

How does Parkinson's affect people? Parkinson's affects different people in different ways and symptoms can vary.

The main symptoms are:

SHAKING OR TREMBLING (Tremor)

Approximately 70% of people with Parkinson's experience shaking or trembling in part of the body, such as the hand or leg.

SLOWNESS OF MOVEMENT (Bradykinesia)

Starting a movement can become slow and fine movements, such as writing or doing up buttons, can become difficult.

STIFFNESS OF MUSCLES (Rigidity)

Muscles may cramp or become stiff. This can make actions such as standing up from a chair or rolling over in bed difficult.

Medication can help ease the symptoms of Parkinson's, however symptoms will progress over time. Other problems that can affect people with Parkinson's include poor balance, difficulty speaking and sleep disturbance.

Parkinson's is a *life-altering*, but not a life-threatening condition, and while there is currently no known cause or cure, research is taking place around the world to develop ways to better diagnose the condition, improve symptom management options and ultimately, find a cure.

With support, information and appropriate symptom management strategies, people with Parkinson's can enjoy long and productive lives after diagnosis.