

School Picnic / Activity Day – Notes to Class Teachers / Co-class Teachers

Please remind your class of the following:

1. Punctuality is vitally important. Please assemble on time and at the appropriate place specified in the parents' letter.
2. Students will have their roll calls taken at the assembly place as indicated in the parents' circular. Class teachers/ level heads should report attendance to the office (Miss Cherry Tsui) as soon as the roll call is done.
3. For those students who assemble at locations outside the school campus, they should have their roll call taken at the specified assembly place before leaving for their destination. Class teachers/ level heads should report attendance to school office immediately afterwards. Any late-comers who have missed the coach/ ferry should return to school. They are NOT allowed to go to the destination on their own.
4. Wear House T-shirt, plain blue / black jeans or P.E / tracksuit pants of proper size and P.E. rubber shoes. The school windbreaker, the school cardigan, the school jacket or **other jackets in plain blue /black are also allowed.** (Please refer to 'School Rules - School Uniform and Appearance' on Student Handbook for proper outdoor uniform) Teachers should help to check students' uniform when roll calls are taken.
5. Bring along mosquito repellent to prevent mosquito or insect bites and sun block to avoid sunburn.
6. Do **NOT** leave your group for whatever reasons. Students are not allowed to leave their groups in order to buy their own food/ drinks.
7. Students will **ONLY** be dismissed at the dismissal place specified in the parents' letter.
8. High risk activities, like cycling, are NOT allowed (unless qualified coaches are present at recreation centres). Students going to beaches or reservoirs should stay out of the water. Swimming, paddling and playing in the shallow water at reservoirs and beaches are **strictly forbidden.**
9. Absences:
 - a. Students applying for exemption from the activity due to medical reasons should send in their parent's letter and medical certificate **at least three school days** before the School Picnic / Activity Day. They will stay in the school library for self-study (8:00 a.m. – 3:30 p.m.). These students should report to Miss Cherry Tsui in the office at 8:00 a.m. before moving to the library.
 - b. Students taking part in External Examinations/ school contests should present their parents' letter and evidence to their class teachers (and advisors). They are expected to stay in the school library for self-study on return from/ before leaving for their contests (8:00 a.m. – 3:30 p.m.). These students should report to Miss Cherry Tsui in the office at 8:00 a.m. before moving to the library.
 - c. Students taking sick leave on that day should phone the school office before the assembly time in the morning. They **MUST** hand in the medical certificate (dated the School Picnic/ Activity Day) and their parents' letter to their class teachers on the following school day. **Unjustified absence is a punishable offence.**

10. Student may bring mobile phone and camera without prior application. However, the mobile phones **MUST be turned off** within the school campus.
11. School Picnic and Activity Day are class & form learning activities. Students should refrain from individual entertainment, like reading or listening to iPod. Inappropriate use of mobile phone, e.g. talking over the phone excessively, taking pictures of others without consent and engaging in online games, is also prohibited.

Additional Notes for teachers:

1. The class teachers should have **full knowledge of the health condition of each student** in order to determine whether specific student(s) should not be allowed to take part in the activities of the day. Timely and appropriate action should be taken according to the situation of individual cases. **Stop participants who are susceptible to effects of air quality** (e.g. those with heart or respiratory illnesses) from taking part in the outdoor activities if the Air Quality Health Index (**AQHI**) **reaches 10+ with serious health risk** in the area in which the activity takes place.
2. Schools should request parents to check the **body temperature** of their children on the day of activity and record the details in the form prepared by schools. Teachers/Instructors should then determine whether students are physically fit to participate in the activities.
3. Inform the office whether there are absentees immediately after roll call at the assembly place. In addition, it is advisable to do a **head count** at a regular interval to ensure that all members are present. E.g. take roll call at the assembly place, on arrival, before leaving AND on the coach/ ferry. Do NOT rely on students.
4. On arrival to the Site, inform the students of the **area restricted** for their activities. Make sure teachers are on guard at strategic spots.
5. Attend to the need of the students during the activity. **NEVER leave students unattended.** Inform the students where they can find you (for large areas) in case of emergency during the activity.
6. **No participant should leave the group without the prior approval** of the teacher. The group should proceed at a speed that can be followed by slow walkers. A teacher should serve as the **“rear-guard”** to ensure no one is left behind.
7. It is highly recommended to form students into small groups of 5 – 6 and assign a leader to take care of the group. Students can then easily check the presence of group members when travelling from one location to another or when having activities.
8. At the end of the day, Do NOT allow students to stay behind. Students will ONLY be **dismissed** at the place specified on parents’ letter.
9. Before dismissal, ask students whether they have anything to claim / report e.g. any injuries.
10. Refer to the **Supplementary Notes (Staff Handbook 4.3.11)** for **Measures to Deal with Accidents/ Emergencies.**
11. For details, please refer to: “**Guidelines on Outdoor Activities**”, Education Bureau 2008 <http://www.edb.gov.hk/index.aspx?nodeID=98&langno=1>

Supplementary Notes:

A. Measures to Deal with Accidents

The following steps should be taken in case of accidents:

- a) Apply first aid as and when necessary. Do not take action hastily if there is any doubt;
- b) Do not move the injured unless it is absolutely necessary. Send the injured for medical treatment immediately if circumstances permit. Otherwise arrange a person to accompany the help-seeker to seek assistance;
- c) Prepare a message for help with the following information: (See sample 'Proforma for Recording Emergency' in Appendix VI).
 - i. location of the injured (record the name of place, the map grid or the distance marker(s) set up by the Agriculture, Fisheries and Conservation Department at every 500m distance along the hiking trails) ;
 - ii. time of the accident;
 - iii. condition of the injured;
 - iv. brief particulars of the injured;
 - v. brief particulars of the reporter; and
 - vi. number of other group members and their situation.

Appendix VI

Sample Proforma for Recording Emergency 緊急事件紀錄樣本

Name of School: _____ 學校名稱: _____

1.	Date 日期	
2.	Time 時間	
3.	Nature of Emergency 緊急事件的性質	
4.	Condition of victim(s)/Injured 受害者/傷者的情況	
5.	Brief Particulars of victim(s)/Injured 受害者/傷者的簡單資料 (a) Name(s) 姓名 (b) Sex 性別 (c) Age 年齡 (d) Next-of-kin Phone No.: 近親的聯絡電話	(a) (b) (c) (d)
6.	Location of victim(s)/Injured 受害者/傷者所在位置 e.g. 如: Flat Ground 平地 Hill Slope 山坡 Grid Reference 地圖座標 Road 道路 Landmark 地界標誌	
7.	Other Particulars 其他資料	

Name of Recorder
記錄者姓名 : _____
Post in School
職位 : _____
Signature
簽署 : _____
Date
日期 : _____

B. Measures to Deal with Emergencies

The teacher/instructor or group leader should take up the role of a leader in an emergency. If the teacher/instructor in charge is injured, another teacher/instructor in the group should take up this role. All the participants should follow the instructions of the leader and the whole team should work together to overcome the difficulty.

1) In the case of getting lost

- a) Keep calm and stay together;
- b) Conduct regular head count;
- c) Locate the present position based on knowledge of the last known position;
- d) Decide whether to go back, to go to an open space, or to stay where you are;
- e) If it is decided to stay at the spot, try to make known your location as conspicuously as possible, such as sending out distress signs/signals with a torch or whistle.
(For example, blow your whistle, flash your torch or wave other objects six times, and repeat it every one minute to attract the attention of the rescue party.)
- f) Use mobile phone or walkie talkie to contact other persons.

2) In the case of a hill fire

Keep calm and do not run unless absolutely necessary as panic only makes you exhausted and hampers good judgment. Try to escape by taking the following steps:

- a) Abandon highly inflammable articles and non-essential equipment;
- b) Drink plenty of water and saturate your handkerchiefs and clothing;
- c) Keep away from dense vegetation or undergrowth;
- d) Head towards the opposite direction, or to the side, or rear of a fire;
- e) Avoid moving uphill where there are steep slopes, and move downhill as far as possible;
- f) Beware of fallen power lines and burnt trees, and be alert to any change in wind directions.

If the flames have cut off the escape route, participants should:

- a) cover the body with adequate clothing (NOT synthetic);
- b) hold the breath as far as possible in dense smoke, and keep low as the air closest to the ground is cooler and fresher;
- c) cover the body with a completely wet sleeping bag (if possible) or damp dirt, and cover the mouth and nose with a wet handkerchief or a piece of wet cloth;
- d) jump into a reservoir or river if possible, and cover the face with a wet garment to keep out smoke and fumes;
- e) roll on the ground or use other clothes (e.g. woollens) or blankets to smother it if the clothes catch fire;
- f) find shelter in a drain, ditch, tunnel etc., and abandon all the inflammable items.

3) In the case of heavy rain

Heavy rain causes flooding and makes streams rise rapidly to form dangerous torrents. Sometimes, it even washes away bridges and footpaths. It is not advisable to cross a river on foot if the water level reaches the knee. Except in life-threatening situations, wading through a river in heavy rain should be avoided. When there is a need to cross a river, the best way to do it is to use a bridge. If it is unavoidable to cross a river on foot, the following rules should strictly be followed:

- a) The teacher /instructor in charge should check if each participant is ready and is tied to a rope with the help of teammates on the bank while crossing the river. A 30 metre hill walking rope of 9mm diameter is recommended;
- b) Avoid jumping from boulder to boulder;
- c) Do not cross if you can hear rocks rolling along underneath the water;
- d) Take small steps to maintain a steady posture;
- e) Each participant should face upstream while crossing the river and should be tied to a rope fastened to the bank to ensure safety;
- f) Generally the safest crossing point is the place between the bends of a river as the flow of water at the outside bend of a river is more powerful and the water is deeper there.

4) In the event of heat cramp, heat exhaustion and heatstroke

- a) Be aware of any symptoms showing that the participant is feeling unwell. For instance, heart beat rate indicates the level of body strain under exercise. Participants should be reminded to inform the teachers/instructors once they feel unwell;
- b) Let the patient lie down in a shady area with plenty of fresh air. Loosen any tight clothing and bend up both of his/her legs;
- c) If the patient is conscious, ask him/her to drink some water to make up for the water loss;
- d) Lower the body temperature of the patient by putting a wet towel or fanning over him/her where necessary;
- e) Call for medical service as soon as possible if the condition is serious. Any patient who loses consciousness should be evacuated to hospital immediately.

For details, please refer to: “**Guidelines on Outdoor Activities**”, Education Bureau 2008

<http://www.edb.gov.hk/index.aspx?nodeID=98&langno=1>