



Field and Mountain Division

GENERAL GUIDELINES FOR CONDUCTING ACTIVITIES

1. Awareness of Potential Hazards

Officers should be aware of the potential hazards of transport, catering, safety and accidents in selecting the time and place for activities.

2. Weather Forecasts/Reports

Officers should always study weather forecasts and reports in advance to decide whether an activity should be allowed to take place.

3. Typhoon/Rainstorm Procedures

(a) When Typhoon Signal No.3 or above, red or black rainstorm signal is hoisted two hours prior to an outdoor activity, that activity must be cancelled and rescheduled.

(b) When Typhoon Signal No.3 or above, red or black rainstorm signal is hoisted, all outdoor activities must cease and all members must return home or take shelter in a safe place.

(c) When Typhoon Signal No.8 or above, black rainstorm signal is hoisted, all indoor activities must cease and members must return home or take shelter in a safe place.

4. Heat Exhaustion

Officers should be aware of the likelihood of the participants to suffer from heat exhaustion if the outside air temperature is over 30C°. All outdoor activities should halt if the temperature is to reach 33C°.

5. Leader/Participant Ratio

Officers should ensure that a proper leader/participant ratio (L/R) is maintained to achieve optimal training and safety effect. For cadets aged below 14, the proper ratio is 1:8. For cadets aged 15 and above, the proper ratio is 1:15.

6. Parents' Consent

Officers must seek the parents' consent in writing for the cadet aged under 14 to participate in any activities which involve potential risks of injury and safety, such as hiking and camping.

7. Activity Reports

Officers should file an activity report to HQ (CSO) through his Supervisor for record purpose one week prior to the activity. If needed, officer should file an activity report to Police one week prior to the intended activity with the relevant route plan attached.

8. Accident/Incident Reports

Officer must report any accidents to the Police for immediate action and to HQ (CSO) within 24hours for record purpose and insurance coverage should there be any. For incidents without injuries, officer should file a report to HQ for record purpose within 3 days.

Note: The term "Officers" is defined as *Commissioned Officers, adult members and Instructors* of the FMD for the purpose of these guidelines.

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CSO
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