

Phase 2.5: Walkabout Task List

The following tasks are recommended for a full-fledged School Travel Planning (STP) program; however, it is understood that not all schools will have the ability to complete all tasks. Mandatory tasks are coloured dark blue ■ while optional tasks are coloured light blue □. Each task is listed in chronological order.

| Tasks | Person(s) Responsible |
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| Before the Walkabout | |
| ■ Sign out a Walkabout Bin (including Pencils, Markers, Clipboards, and Reflective Vests) from your local health unit <ul style="list-style-type: none"> • To request the Walkabout Bin, see Sign Out a Walkabout Bin Inquiry Instructions London-Middlesex, Oxford, or Elgin-St. Thomas | |
| ■ Plan the Route <ul style="list-style-type: none"> • Obtain the Location of Concern Summary & Map from HEAL • Identify the top areas of concern and mark them on the map • Plan a 30 – 45-minute walking route (see Walkabout Example Map and Instructions for Making a Map) that will allow you to visit the areas of greatest concern. Allow for approximately 5 – 10 minutes of discussion time at each stop. TIP: Use Google Maps to ensure the route can be completed in the planned time frame. | |
| ■ Create the Walkabout Worksheet using Walkabout Worksheet Template . <ul style="list-style-type: none"> • Create and insert your Walkabout Map in the Walkabout Worksheet Template (see also Walkabout Worksheet Example) | |

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| | <ul style="list-style-type: none"> Describe each location to be visited on the Walkabout and provide any comments from the Location of Concern Summary & Map and/or the Traffic Count & Observations | |
| Plan the Event | <ul style="list-style-type: none"> Identify key community partners using the Walkabout Invitation Checklist Determine availability of key stakeholders and attendees for the Walkabout, including Municipal Transportation representatives, Public Health Nurse, students, and Principal using the Walkabout Planning Email Templates. Finalize a date and time to hold the Walkabout. Plan for 2 hours for the walkabout and debrief meeting Determine a location to hold the Debriefing Meeting following the Walkabout Create an agenda using the Walkabout Debrief Meeting Agenda Template Review Action Plan Task List and action plan to prepare for the debrief meeting where you will discuss potential action items | |
| Invite Attendees | <ul style="list-style-type: none"> Use the example emails in the Walkabout Invitation Email Template to invite everyone on the Walkabout Invitation Checklist 3-4 weeks in advance One week before the walkabout date, confirm attendance of participants using the Follow Up for Non-Confirmed Participants and Reminder email templates | |
| Print a copy of the Walkabout Worksheet for each attendee | | |
| Review the Action Plan Example and Template and the 6 E's of STP to ensure you are prepared to address each of them at the Debriefing Session | | |
| <i>The Walkabout</i> | | |

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| | Start with Introductions. | |
| | Provide a brief overview of the STP program using the Introduction to STP Document , including the 6 E's of Safe Routes to School | |
| | Choose someone from the STP Committee to share concerns and lead the discussion at each location (e.g. STP Facilitator, student, parent) | |
| | Begin Walkabout, reminding participants to take notes on their Walkabout Worksheet | |
| | Ask attendees to consider the needs of students and parents with disabilities and/or different abilities throughout the Walkabout process, e.g., Wheelchair users, visually impaired | |
| | Bring a camera and take photographs of key areas of concern (as well as inspirations!) you see along the way <ul style="list-style-type: none"> • A member of the STP Committee can be designated to take on this role during the Walkabout | |
| | Host the debriefing session, directly following the Walkabout <ul style="list-style-type: none"> • Meet to discuss observations, potential objectives, and brainstorm possible ideas and solutions to address areas of concern • At the debriefing session brainstorm possible action items to address barriers and concerns to active school travel in your community | |
| <i>The Debriefing Session</i> | | |
| | Review the following documents with the attendees: <ul style="list-style-type: none"> • ELMO ASRTS Resources & Programs: www.activesaferoutes.ca • OAST Action Plan Inspiration Guide: www.ontarioactiveschooltravel.ca/steps-to-success-the-5-es | |

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| | <ul style="list-style-type: none"> • <i>Guide to Safer Streets Near Schools</i>, a Toronto-based report that is useful for other communities as well: http://ontarioactiveschooltravel.ca/wpcontent/uploads/2018/05/Guidede-to-Safer-Streets-Near-Schools.pdf | |
| | Arrange for refreshments to be available for attendees | |
| | <p>Identify 3 – 5 objectives for the STP Program at your school</p> <ul style="list-style-type: none"> • Objectives are the overarching goals that the school and STP Team are working to achieve through the STP Program • See Action Plan Example | |
| | <p>Discuss each location of concern/barrier visited during the Walkabout:</p> <ol style="list-style-type: none"> 1. Identify the barrier 2. Ask attendees for suggestions on addressing the barrier | |
| | <p>Keep track of what is discussed during the meeting</p> <ul style="list-style-type: none"> • It may be helpful to identify 1 person to lead the debriefing session, and 1 person to take notes/minutes | |
| | If required, set another meeting to continue discussions and brainstorming to address the identified areas of concern | |
| <i>After the Debriefing Session</i> | | |
| | Send thank you emails to all attendees using Walkabout Thank you Email Template | |
| | Return the Walkabout Bin | |

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| Request feedback from invitees that were unable to attend the Walkabout | |
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- Via email, provide the **Walkabout Worksheet** for completion electronically
- Request feedback
- Provide a deadline for responses