

# **Safety Plan**

**For the**

**Sault Ste. Marie Canoe Brigade**

**June 29 to July 4, 2017**

**Draft B**

**Feb. 6, 2017**

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# Introduction

## *Purpose*

- The purpose of this plan is to ensure that the Sault Ste. Marie Canoe Brigade (SSMCB) is prepared for as many eventualities as possible. We must do everything in our power to ensure that there are no incidents, and if these do occur, we must be prepared to deal with them.
- In the event of an incident where legal action is taken, our best defence is to demonstrate that we have exercised “due diligence”.

Due diligence is “...the level of judgement, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances.” A judge or jury would consider whether the incident was foreseeable (could a reasonable person have foreseen that something could go wrong?); preventable (was there an opportunity to prevent the incident?); and controllable (who was the responsible person and what could they have done to prevent the incident or successfully recover without injury or death?).

## *Event Overview*

- The SSMB will take place June 28 to July 4 2017 (inclusive). The SSMB is envisioned to involve 2-5 replica fur trade “north” and “montreal” canoes (7.5 – 12 m), each paddled by 6-13 paddlers that will travel (approximately 200 km) between the Carp River mouth at Batchawana Bay (Lake Superior), through Sault Ste. Marie (St. Mary’s River) to St. Joseph Island and Thessalon (Lake Huron). There will be opportunities for smaller craft to participate in the Canada Day “Paddle through the Locks” (July 1) but that event is under the auspices of Parks Canada.

## *Persons Responsible*

### *Responsibilities of Safety Officials at SSMB Events*

Official Title	Individual Assigned - Source	Overall Responsibility
SSMCB Chairs	Mark Crofts	Back-up and support to the Route & Safety Chair, all communication with press and family in the event of an incident, accident or emergency.
Brigade Chief	Mark Crofts	All Canoes travel in groups of 2 or 3, leads daily Brigade Meeting, leads decision on when a planned paddle should be cancelled in advance, and when a day’s paddle should be abandoned en route.
Route Chair	Mark Crofts	Planning of the basic route, and assist in pre-event safety plan implementation.
Safety Chair	Laura Waters	Implementation of the Safety Plan
Sweep Marshall(s)	will be assigned for each day at the preceding Crew Leader meeting	All canoes complete each day’s paddle, or appropriate arrangements are made for the pick-up of canoes departing the route part way along on any day.
Community Coordinator/Liaison	Cheryl Widdifield	Collection of local contacts: hospitals/clinics, Police, community coordinator, etc.
Event/ Site Managers	Cheryl Widdifield	Site preparation, security and provision of local 1 <sup>st</sup> Aid volunteers
Equipment Manager	Mark Crofts	Ensure that brigade equipment is in safe working order, and properly installed at each event/location.

Event/Site First Aid volunteers	Scott Capel	First Aid at Event sites such as campgrounds, landings, and other festival sites
Canoe Crew Leader	provided by each canoe crew	Canoe Safety and Navigation
Canoe Crew First Aid persons (1,2 per canoe Crew)	provided by each canoe crew	On Site First Aid, & victim supervision until EMT arrival
Canoe Crew Radio Operators (2-3 per canoe Crew)	provided by each canoe crew	Inter Canoe, and Intra Brigade Communication

#### Location of the Safety Plan during the Event

- Each of the following are to retain a copy of the Safety Plan, and must have their copy accessible in camp each day.
  - Safety Chair
  - SSMCB Chair
  - Brigade Chiefs
  - Advance Party Staff
  - Event / Site Managers
  - Canoe Crew Leaders

## Contact Information

### *General Information on Contacts*

- It is important that all people involved in the safety plan, know their roles ahead of time. The Safety Chair should ensure that rescue crew volunteers are lined up; ensure that the First Aid volunteers are ready and have been supplied with the equipment they need; ensure that all emergency response personnel (police, ambulance, etc.) have been contacted and given schedules of events and maps to the site; etc.
- Tables 2, 3, and 4 list the safety officials at the event, emergency response contacts, and land-owner contacts.

### *Event Officials (Safety Chair to Complete)*

Official Title	Name	Local Contact	Site details	Cell Phone #
Safety Chair	Laura Waters			
SSMCB Chair	Mark Crofts			705-941-0368
Brigade Chief	Mark Crofts			
Event / Site Manager	Cheryl Widdifield			705-941-0368
Batchawana		Frank O'Connor		
Goulais River				
Sault Ste Marie Canal Nat'l Hist. Site		Sheri Gladu		
Lake George dreg spoil island		Crown land		
Squirrel Island			Garden River First Nation	
Richards Landing		Carol Trainor		
Fort St Joseph Nat'l Historic Site		Fran Robb / Ross Dukes		
Bruce Mines				
Thessalon				

## ***Emergency Response Contacts***

### **Emergency Response Contacts (Safety Chair to Complete)**

Official Title	Name	Emergency Phone #	Admin. Phone #	Location
Police	A table/database of contacts will be prepared for each community along the route. This table should be prepared, and attached to the safety plan as an appendix.			
Ambulance				
Hospital/Health Centre				
Identified Medically Qualified Participants				

- The or Route or Safety Chair must contact each of the above well prior to the event to notify them of the event, number of people expected, safety procedures employed at the event (i.e., a copy of this plan), map of route, camp site, map/directions to camp site, and any other information that they require.


## ***Pre-event Risk Management Elements***

“Build-up” half day paddles in May and June on Trout Lake or St. Mary’s River or Batchawana Bay advertised via the Voyageur Trail Association outing schedule. We will use one of the North canoes to practice elements of big canoe techniques, teamwork and safety procedures. Each brigade participant will attend one of these practice events or prove equivalent experience in the last 2 years.

Paddler Fitness will be determined by the ParQ form filled out on registration and performance at the “build-up” events

### Organization Team Experience

We organized a very successful two day paddle involving two Montreal and two North canoes from Sault Ste. Marie to Fort St. Joseph, in 2012. We had a great time. We learned a lot about local history, we were treated superbly by locals along the route. There were no incidents or accidents.

Canoe captains will be selected from a group of about 6 local paddlers that passed the Ontario Recreational Canoeing Association Voyageur Canoe 1 and 2A courses held locally in 2012.

Canoes would include one montreal and two north style canoes, all available to us on loan/rental from local owners

Canoes will be checked for serviceability each morning.

Support truck/car with a canoe trailer (NSA trailer is 2” ball with xxx electrical) will shadow the brigade to pick-up early retirees. Most of the brigade route shoreline is within 100m of a road. Canoes will be trailered in event of poor weather to ensure that the brigade arrives on time.

Paddler Experience: Experience paddling these distances will be a prerequisite. We will screen paddling capability and endurance through the registration process. We will offer orientation paddling

events in May and June 2017. There are about 20 local paddlers with big canoe paddling experience who participated in the War of 1812 commemoration paddling events.

**Paddler selection criteria:**

- Payment and paperwork (waiver, etc.) is complete
- Willingness to participate all 5 days (the brigade will fail if paddlers only want in for a day)
- Volunteered with planning of the SSM brigade
- Algoma area resident
- Big canoe experience (including participation in one of the lead up paddling events)
- Canoeing experience
- Fitness to undertake the brigade safely

Insurance As each participant will register through the CVBS they are covered, as are the brigade organizers, by an insurance package that the CVBS has through PaddleAlberta.

**Site & Route Safety** – Route & Safety Chair, Event/Site Managers and Community Coordinator are to gather additional information specific to each event and camp site, and to the paddling route. (e.g., site map, potential hazards on route, etc.) The Event/Site Manager & Route Coordinator are to complete a Risk Assessment for each event/camp site and route leg

***On Route: Prior to, During, and Following the Event***

**Potential Hazards and Control Measures:**

**Prior to, During, & Following the Event (Including Working Alone) (Safety Chair to Complete)**

Potential Hazard	Control Measure	Person Responsible
<b>Weather conditions:</b> rain, hail, wind, severe winds (water spouts)	<ul style="list-style-type: none"> <li>▪ Proper clothing, food, water.</li> <li>▪ Daily access to appropriate weather forecasts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Route or Safety Chair – to confirm arrange for appropriate weather forecasts (best available)</li> <li>▪ Event/Site Managers</li> <li>▪ Individual Volunteers working alone</li> <li>▪ Brigade Chief and Canoe Crew Leaders</li> </ul>
<b>Injury:</b> sprained ankle, blisters, strains/overuse injuries	<ul style="list-style-type: none"> <li>▪ Clothing, first aid supplies, whistle. There must also be a communications device (e.g., radio or cell phone) or system (e.g., call-in system before and after going to site).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Route and/or Safety Chair</li> <li>▪ Event/Site Managers</li> <li>▪ Individual Volunteers working alone</li> <li>▪ Brigade Chief and Canoe Crew Leaders</li> </ul>
<b>Risks from other boats/Lake freighters:</b> swells, collisions, swamping	<ul style="list-style-type: none"> <li>▪ following the “rules of the road”, advising other users of Brigade Plans</li> </ul>	<ul style="list-style-type: none"> <li>▪ Brigade Chief, Safety Chair, Route Chair</li> <li>▪ Canoe Crew Leaders</li> </ul>
<b>Lake Hazards:</b> wind, big waves, currents, seche from passing freighter, shoals, refection waves, stretches w/o safe harbours or safe landing chance. See “Sea State Limits”, page 13.	<ul style="list-style-type: none"> <li>▪ Postponement, or leg cancellation</li> <li>▪ Trailer portion of route</li> <li>▪ Appropriate route selection</li> </ul>	<ul style="list-style-type: none"> <li>▪ Route or Safety Chair – to confirm arrange for appropriate weather forecasts</li> <li>▪ Brigade Chief,</li> <li>▪ Canoe Crew Leaders</li> </ul>
<b>River Hazards:</b> Rocks, shoals, swift water hydraulics, high water,	<ul style="list-style-type: none"> <li>▪ Planning and route selection</li> </ul>	<ul style="list-style-type: none"> <li>▪ Route &amp; Safety Chair</li> <li>▪ Brigade Chief</li> </ul>

Potential Hazard	Control Measure	Person Responsible
low water		<ul style="list-style-type: none"> <li>▪ Canoe Crew Leader</li> </ul>
<b>Cold Water, Hypothermia:</b> on the rivers and the Lakes	<ul style="list-style-type: none"> <li>▪ Appropriate clothing, rain gear and wet or dry suits when cold weather is forecast</li> </ul>	<ul style="list-style-type: none"> <li>▪ Canoe Crew Leaders</li> <li>▪ Individual Paddlers</li> </ul>
<b>Drowning:</b>	<ul style="list-style-type: none"> <li>▪ During this Brigade all paddlers will wear an approved PFD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Individual Paddlers,</li> <li>▪ Crew Leaders</li> </ul>
<b>Locks:</b> turbulent water, upsetting, collision with other boats in locks, person overboard in steep sided locks	<ul style="list-style-type: none"> <li>▪ Paddler must follow Lock master instructions, canoes should raft up, cables maybe present to hold onto, gloves maybe an asset</li> </ul>	<ul style="list-style-type: none"> <li>▪ Canoe Crew Leaders, Individual Paddlers</li> </ul>
<b>Wild Animals:</b> bears	<ul style="list-style-type: none"> <li>▪ Participants read following bear note, maintenance of a “clean camp”</li> </ul>	<ul style="list-style-type: none"> <li>▪ Individual paddlers, Crew Leaders, Brigade Chief</li> </ul>

Route maps will be on board each canoe and will be provided to cooperators

Canadian agencies have been notified of the event (City of Sault Ste. Marie police, Anishnabek Police Service, OPP, MNR, Coast Guard)

US Customs/Border Patrol/Police/Coast Guard would be made aware of the event, our route, logistics, etc. We may paddle through US portions of the channel but will not land on American soil.

### **Day 1 – June 29, 2017**

**Route:** 07:00 Depart Batchewana Bay to Goulais River

**Boats:** 2 north and one montreal canoe. Other kayaks/canoes will tag along...the condition being that they can keep up with the big canoes

**Distance:** 40 km, **Time:** 6hrs in fair seas.

**Issues:** south winds will slow travel, Some shorelines rocky/steep not conducive to quick exits. Open water crossings: Batchewana Isl, to Grindstone Point. Short sections without road access: Rudderhead Point and Goulais Pt. There is a high probability that we will trailer (from Haviland Bay to Goulais River mouth) across the Goulais peninsula.

**Notes:** Capacity of one montreal canoe (12 paddlers) and two north canoes (7 paddlers each) for a total of 26 paddlers

### **Day 2 – June 30, 2017**

**Route:** 08:00 Goulais River along Red Rock beach, brief stops at Gros Cap harbour, Pointe aux Chenes Park, Pointe aux Pins and camp at Sault Ste. Marie Canal National Historic Site.

**Distance:** 50 km, **Time:** 6hrs in fair seas.

**Issues:** south winds will slow travel, Some shoreline rocky/steep not conducive to quick exits. Short sections between Red Rock and North Gros Cap without road access. Lake freighter traffic, seches and swift current near Point aux Pins. Stops must be on the Canadian shore. Caution entering canal, avoiding Essar Steel docks and Clergue Generating Station intake.

Must be at Canal for 11:00 Canada Day Parade of Paddles July 1. We may trailer around the headland.

**Notes:** Capacity of one montreal canoe (12 paddlers) and two north canoes (7 paddlers each) for a total of 26 paddlers

### **Day 3 – July 1, 2017**

**Route:** 11:00 -Through the locks at Sault Ste. Marie Canal National Historic Site as part of their “Canada Day Parade of Paddles” festivities (canoes/kayaks of local paddlers will join the flotilla for this event). Continue into Sault Ste. Marie with stops at Clergue/Ermatinger NHS, Bellevue Park

13:00 Depart Sault Ste. Marie, north channel St. Mary's River past Batchewana First Nation and Garden River First Nation, via Lake George to Womans Institute Park at Richards Landing.

**Distance:** 48 km, **Time:** 6hrs in fair seas.

**Issues:** Tail race current downstream from Canal/Clergue Generating Station. South winds will slow travel, wider fetch/shallow water on Lake George may bring rougher seas. Alternate encampment at Echo Bay or Garden River campground (22km). Power boat traffic on St. Marys River. Stretch stops on Canadian side only at Squirrel Isl (Garden River First Nation). Lake George will be a long traverse...estimate 2 hours (stop on the dredge spoil island)

**Notes:** Capacity of two north canoes (7 paddlers each) for a total of 14 paddlers

**Day 4 – July 2, 2017**

**Route:** 08:00 Depart Richards Landing, through Sailor's Encampment and follow shore to Fort St Joseph. Camp at the Fort or Jocelyn Twp Centennial Park

**Distance:** 42 km, **Time:** 6hrs in fair seas.

**Issues:** south winds will slow travel, wider fetch as we approach Fort may bring rougher seas. Water will be colder/deeper than Lake George. Some shoreline rocky/steep not conducive to quick exits. Stretch and pee stops must be on the Canadian shore. Up bound (north bound) lake freighter traffic near Sailors Encampment

**Notes:** Capacity of two north canoes (7 paddlers each) for a total of 14 paddlers

**Issues:** Need to be at Fort St. Joseph for Parks Canada event on July 3

**Day 5 – July 3, 2017**

**Route:** Ceremonial brigade "arrival" at Fort St. Joseph.

13:00 depart Fort St. Joseph to Hilton Beach, more or less coasting St. Josephs Island.

**Distance:** 42 km, **Time:** 6hrs in fair seas.

**Issues:** n/w winds will slow travel, wider fetch as we cross North Channel may bring rougher seas. Some shoreline rocky/steep not conducive to quick exits.

**Notes:** Capacity of two north canoes (7 paddlers each) for a total of 14 paddlers

**Day 6 – July 4, 2017**

**Route:** 08:00 Hilton Beach to Bruce Mines to Thessalon more or less coasting the north shore of Lake Huron.

**Distance:** 32 km, **Time:** 6hrs in fair seas.

**Issues:** Open water crossing Encampment d'Ours Island. Some shoreline not conducive to quick exits. Motor boat traffic.

**Notes:** Capacity of two north canoes (7 paddlers each) for a total of 14 paddlers

***Event/Camp Site: Set-up, Take-down and Operation***

**Potential Hazards & Control Measures:**

**Event Site / Camp site Set-up, Take-down, & Operation (Safety Chair and Event/Site Manager to Complete)**

Potential Hazard	Control Measure	Person Responsible
Weather conditions (e.g., cold, hail, windfall, etc.)	<ul style="list-style-type: none"> <li>▪ Proper clothing;</li> <li>▪ Tent set up early, taken down late.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Each individual</li> <li>▪ Set-up crew</li> </ul>
Physical injury (e.g., cuts, bruises)	<ul style="list-style-type: none"> <li>▪ First Aid</li> <li>▪ Personal protective equipment (e.g., gloves)</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Aid Crew</li> <li>▪ Each individual</li> </ul>
Electric shock from generators in	<ul style="list-style-type: none"> <li>▪ Ground Fault Circuit Interrupters</li> </ul>	<ul style="list-style-type: none"> <li>▪ Equipment Chief</li> </ul>

wet environment	(GFCI)	▪ Event / Site manager
Electric shock from overhead power lines	▪ Ensure that the site is evaluated for the presence of overhead power lines. Keep all tent-set up or other activities away from these.	▪ Event / Site manager
Safety Chair to add additional points as necessary.	▪	▪

### ***Site Map and Directions to Site – see Appendix E***

- Each Event/Site Manager should prepare a map with location of safety/emergency stations, information stations, and location of contact persons.
- Each Event/Site Manager should prepare a map showing emergency services the directions to the site.
- The Event/Site Manager is ultimately responsible for assuring that the site is designed to ensure the safety of all who use it. The “site” includes: campgrounds, assembly areas, parking, landings, and roadways from public roads into the site.

**Figure 1. Locator Map Showing Location of Event for Access by Emergency Response**

**Figure 2. Site Map Showing Location of Start, Finish, Parking, & Assembly Area**

**Figure 3. Assembly Area Map Showing Location of Specific Tents, including the First Aid Tent**

### ***Safe Operation/Set-Up of Equipment***

- Users must ensure that the manufacturer’s specifications for equipment (e.g., rented generators) is available and read by all using it, with special attention to safety precautions.

## **Canoe and Rescue**

### ***The Big Canoes***

- Big Canoes for this event are to be of the 22-25’ North Canoe, and the 36’ Montreal Canoe models. These canoes will include five, six or more seating benches. Canoes deviating from this standard must be approved by the Safety Chair.
- These canoes should be rendered unsinkable in calm water. AND, it must be the practice of all paddlers to load day, and/or overnight trip gear into the boats in waterproof packs and these packs should be secured to the canoe in such a way as to add to the over all floatation of the canoe and gear in the case of upset. Such gear must be secured such that it can not come loose and hinder rescue.
- Canoes are to have on board at all times:
  - Spare paddles – minimum 2
  - ***Approved PFD for each paddler. Paddlers are required to wear their PFDs at all times when on the water.***
  - A sound making device, commercial air horn preferred
  - A minimum of two manual bailing devices – buckets or hand pumps. Two 10-20 litre buckets and a hand pump are recommended.
  - A first aid kit

- GMRS radio or equivalent with a minimum capability of 16 km
- A minimum of two 15 m Throw Bags of floating 10 mm line. Normally one bag shall be secured at one end to a grab loop, and the second shall be immediately available mid-canoe for rescue work.
- 4 (four) locking carabineers, two with each throw-bag
- A repair kit of materials appropriate to the construction of the canoe. Duct Tape, wire, spare nuts & bolts of sizes similar to those in the canoe, silicone repair caulk/adhesive, appropriate resin and materials for significant hull repairs
- Flashlight and spare batteries
- “grab loops” near each end of the canoe for attaching rescue lines. These grab loops must be strongly secured and capable of taking the full weight of the canoe when swamped.
- At least One “reentry” strap per canoe

### ***General Paddling Practices***

- At all times during the brigade canoes are to paddle in units of two, three or more canoes. **At NO times should a canoe be traveling alone**, if one canoe stops, all canoes stop! Canoe crews should find other crews of similar capability (speed, motivation, etc.) to travel with. At no time should canoes be ahead of the designated ‘lead’ canoe, or behind the designated ‘sweep’ canoe.
- At times of greater risk or difficulty paddlers **MUST** follow the instructions of the Brigade Chief. The Brigade Chief:
  - will attempt to balance canoes for physical ability and experience.
  - may direct the order of canoes for approaching landings and portages.
  - may direct rescue attempts.

## *Canoe – Flat water Rescue*

Flat water rescue is problematic, the conditions (wind and waves usually) that necessitate rescue also make it difficult to effect a safe rescue. The victims from a swamped canoe must attempt to remain with their boat. The canoe is the most visible item for rescuers to locate.

Under most mild condition the quickest rescue is for the rescue canoe or boat to help stabilize the upset canoe, and one or two paddlers clamber in and begin to bail the canoe dry. As the gunwales lift additional paddlers can climb in to help with the bailing. This assumes that the canoe does (as it should) float with the gunwales above the water line even when swamped.

If conditions are not too severe a rescue canoe, one or two rescue canoes may try to effect a T-Rescue. Rescue canoes should approach the upset canoe from the down wind side. If two canoes are effecting the rescue they may raft up to form a more stable platform. **Paddlers must be given first consideration**, and should be removed from the water if they appear to be suffering injury or hypothermia. Two paddlers near the middle of the rescue canoe should be directed to assist victims into their canoe. Other middle paddlers can change position to help with boat stability, and may either brace to the side away from the attempted entry, or grab the second rescue canoe to stabilize their own boat. A “T” Rescue may require as many as four strong paddlers in the rescue canoe to attempt the lift-and-drag of the swamped canoe across the rescue canoe’s gunwales. Unlike tradition T rescues, the upset canoe may have to be first lifted from an oblique angle due to the upturned ends. The stern paddler of one of the rescue canoe, who should have the best view of the rescue attempt, should be the paddler in charge of the rescue attempt and coordinate all activities. Bow paddlers are to assist with control and stability of the rescue canoe.

If conditions are too severe for a T-Rescue, or a “pump-out”, then a towing rescue may be considered. Under more severe conditions the swamped canoe will have to be abandoned. And under the most severe conditions the rescue canoe may only be able to assist the swimmers to shore by towing them, either off the side of the rescue canoe, or on a rescue line behind.

If a larger rescue boat is available, the rescue attempts should be from the side of the boat, towards the stern. Consideration must be made for the location of the propeller on the rescue boat.

## *Canoe – Moving Water Rescue*

On the river if a canoe is upset all paddlers must move away, and to the upstream of the upset canoe. Being pinned between a swamped Canoe and a rock or log jam will surely result in injury. Thus the first consideration of any swimmer from an upset canoe is for their immediate safety, and the avoiding of any further downstream dangers. The paddlers/swimmers from the upset canoe should attempt to grab the upstream throwbag on the swamped canoe, and if available they should attach the third throw bag and head to the nearest shore, preferably the next inside of a bend of the river. Swimmers may not be able to tow a North Canoe, but they may be able to reach shore and two or three paddlers may be able to hold the canoe so that it does swing to shore pushed by the river flow.

Rescue canoes should attempt a towing rescue from the upstream end of the swamped canoe. The Rescue canoe should swing around and back down to the swamped canoe to effect a towing rescue. The towed rescue is more effective if additional throw-bags are available to be linked together, it is much easier to paddle a long rope to shore and then attempt to hold the swamped canoe, than to tow a

swamped canoe. Once the tow ropes are joined the rescue canoe should head directly to shore, and a slightly downstream angle and sprint to shore is better than to attempt a classic ferry angle tow to shore.

If a motorized boat is available to assist with a rescue it too must attempt the towed rescue from the upstream end or side of the upset/swamped canoe.

## **Working Alone**

- SSMCB Officials working alone before, during, and after the SSMCB will ensure that there is a system in place to address hazards and provide emergency communication. Such individuals shall ensure that their expected whereabouts are known to others, their expected return schedule, and they shall carry a communication device (radio, cellular or satellite phone) that will provide reasonable emergency communication.

## Medical Emergency

### Prior to:

- The Route and Safety Chairs shall coordinate the efforts related to providing first aid and medical support during the events.
- When available, a Medical Lead shall normally be appointed. He or she shall coordinate required medical activities, and calls for transport (local ambulance, Sault Search and Rescue, Police, Armed Forces Search & Rescue) with the Safety Chair.
- Provision of, and the contents of first aid kit will be determined and set by the SSMCB Safety Chair.
- A First Aid base station may be established for each event/camp site.

### During

- It will be the responsibility of the first aid volunteers to deal with all first aid issues. First Aid volunteers are to work within their training, and in any serious incident that exceeds their training “hand-off” the patient to a more senior medic at the first opportunity.
- It will be the responsibility of the Medical Lead and the Ambulance Crew to determine whether and when additional medical help is needed (e.g., if and when to call an ambulance). The decision should be made in conjunction with the Safety Chair.

### Post

- Event/Site Managers, Canoe Crew Leaders, Safety Chair and Brigade Chief, must ensure that for each safety incident where more than minor (i.e. band aid, sting ease, etc) treatment is required an accident/first-aid report shall be completed and a copy is filed by the Route & Safety Chair. (See Appendix 1.)

## Leg/Day Cancellation

### *Conditions Leading to Cancellation*

Draft Sea State Limits for the Sault Ste. Marie Brigade

As part of our risk management strategy the SSM Brigade is defining threshold sea states pre-trip.

The brigade will generally be travelling along the shore line for most of our journey, however there is the potential of one open water crossing (Batchawana Island to Rudderhead Point).

We have road access along 80% of the route with frequent relatively easy egress points (private camp docks/beaches).

Our threshold sea states are (states above which we will pull off the water)

Weather:

Thunder storms forecast for within three hours, imminent or occurring

Heavy rains

Visibility:

Less than 1km visibility when within 1 km of shore

Less than 2 km visibility when more than 2km from shore

Following seas - 1.5m swells, 1m breaking waves  
Following winds - 20km

Other seas - 2.0m swells, 1m breaking waves  
Other winds - 30km

These metrics will be based on direct observations, not necessarily weather forecasts. Local conditions vary considerably. For example, we may be able to hide in the lee of the shorelines/headlands and enjoy much lower wind speeds than what may be measurable 2 kilometers off shore.

### ***Who Makes Decision to Cancel***

- Making the decision to cancel should be done by the Brigade Committee consisting of the Safety Chair, Brigade Chief and the Canoe Crew Leaders. This committee may wish to consult others such as: local authorities, paddlers or others familiar with local conditions, relevant emergency services personnel, the SSMCB Safety Chief
- The Brigade Chief and available Canoe Crew leaders will be responsible for cancelling a days paddle on route.

### ***Procedures to Follow in the Event of Cancellation***

- Each evening, or morning, at least 90 minutes prior to scheduled departure, the Brigade Committee shall meet and determine if weather conditions are conducive to safe paddling. This group shall have the best available weather reports and route maps. Canoe Crew leaders will be responsible for notifying their crews of any cancellation.
- If the decision is made during a days paddle to suspend paddling, the Brigade Chief shall ensure that the Sweep Crew/marshal, all canoe Crews, the Route & Safety Chair and the Advance Party are notified by radio, cell or satellite phone.

## **Communication**

### ***General***

- For reliable contact the following shall carry a satellite phone (cellular service cannot be guaranteed over the entire SSMCB route):
  - Brigade Chief
  - Advance Party Leader
- For reliable on the water contact the following shall carry Motorola HT1250 Radios (hopefully I can get these loaned thru work):
  - Safety Chair
  - Brigade Chief
  - Each canoe
  - Advance Party Leader
- All of the above must be familiar with their phone and radio operation.
- A test of the appropriate radios and phones shall be done each morning before, or as part of the brigade departure.

### ***Radio Frequency***

- The radio frequency(ies) used should be determined by the Brigade Chief and Safety Chair (in conjunction with other personnel, and within government regulations).
- Channels should be pre-assigned for use in emergencies.

### ***Use of Radios***

- Radios must not be used for chit-chat or banter, but for officially designated purposes only.

### ***Dealing with the Media***

The SSMCB Chairs shall be responsible for all communication with any media, or responding to any media inquiries. Brigade participants will be expected to forward all media enquiries to the SSMCB chair.

**Participants with Identified Medical Conditions** - Provided by registrar, this information will be treated as confidential and will only appear in the copy of the plan that resides with the Route & Safety Chair.

- This refers to the participants who provide information to the organizers that they have a medical condition that the organisers should be aware of.
- This information is provided voluntarily by some participants. It is important that this information is kept confidential. It must be recorded on a separate sheet of paper, the only copy of which will be kept in the first aid tent, or first aid registry files . This information will be available to the Route & Safety Chair, and first aid or medical personnel only.
- The information sheet should clearly indicate the person's name, brigade crew/Crew, names and phone numbers of next-of-kin, and the particulars of the condition using the exact wording provided by the participant.

## **First Aiders**

### *First aid training*

Several members of the SSMCB have current first aid training and will be designated as first aiders for the brigade. They will operate within the bounds of their training until handover to EMS.

Wilderness First Aid and CPR: Mark Crofts

Canadian Ski Patrol First Aid and CPR:

Standard First Aid and CPR:

- The registrar will provide this information to the Route & Safety Chair and Brigade Chief.
- Ontario like most Canadian provinces has a “Good Samaritan Act” that protects medical personnel who respond to an emergency as a volunteer. For further information see: [http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_01g02\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01g02_e.htm)

## **Appendices:**

*A - SSMCB Incident Form*

*B – Emergency Contact Lists – see attached*

*C – Basic Radio Operation*

*D – Bear notes*

*E – Daily Canoe Crew Sign-out*

*F – SSMCB INJURY REPORT FORM / TREATMENT LOG*

## SSMCB – Incident Report Form

1 – Incident: \_\_\_\_\_ Time/ Date: \_\_\_\_\_

2 – Reported by: \_\_\_\_\_ Time/Date: \_\_\_\_\_

3 – Initial Response by: \_\_\_\_\_ Time/Date: \_\_\_\_\_

4 – Nature/Type of Incident: \_\_\_\_\_

5 – Action(s) taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6 – Location / Site of Incident and responses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7 – Name(s): of victims/patients (Age, Gender, Condition, Contact info'): Total # involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8 - Further Response by / and Actions taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9 – Incident Details:

Description (What happened): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Presumed Cause: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other Factors/Details: \_\_\_\_\_

\_\_\_\_\_

10 – Witnesses (Name, address, phone #, how involved)

1 - \_\_\_\_\_

\_\_\_\_\_

2 - \_\_\_\_\_

\_\_\_\_\_

3 - \_\_\_\_\_

\_\_\_\_\_

11 – Incident Report Form Completed by:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ e-mail \_\_\_\_\_

Role at WMOC \_\_\_\_\_

**\*If victims/patients require medical treatment please complete a *SSMCB Injury Report Form*\***

**\*Attach additional pages as required.\***

## Appendix B

### Emergency Contact Lists

***9-1-1 is the emergency contact phone number throughout the region!***

#### **Police, EMS, Fire Contacts on Route**

##### **Batchawana**

Emergency: 9-1-1

Non-Emergency Telephone:

##### **Goulais River**

Emergency: 9-1-1

Non-Emergency Telephone:

##### **Sault Ste. Marie Ontario Police & Emergency Services**

- All Emergencies 9-1-1
- Fire
- Ambulance
- Poison Info Center
- Police General Inquiries

##### **Garden River**

Emergency: 9-1-1

Non-Emergency Telephone:

##### **Echo Bay**

Emergency: 9-1-1

Non-Emergency Telephone:

##### **Richards Landing**

Emergency: 9-1-1

Non-Emergency Telephone:

##### **Fort St. Joseph National Historic Site**

Emergency: 9-1-1

Non-Emergency Telephone:

##### **Hilton Beach**

Emergency: 9-1-1

Non-Emergency Telephone:

##### **Bruce Mines**

Emergency: 9-1-1

Non-Emergency Telephone:

**Thessalon**

Emergency: 9-1-1

Non-Emergency Telephone:

**USA**

Emergency: 9-1-1

Non-Emergency Telephone:

**Customs**

**Border Patrol**

## **Campsite and Facility Operators on Route**

## Basic Radio Operation Skills

*use Channel 9 on the GMRS radios.*

Operating a two-way radio is a fairly simple task, which just about anyone can do. Operating that radio in a manner that gets the information through to the person on the other end can take a little bit of practice.

Here are a few pointers to help you make the most of the radio you have been assigned.

- Make a note of the channel you have been assigned. It is easy to bump the radio and have it change channels accidentally.
- Before leaving the area where you pick up the radio, make sure you are familiar with the radio controls. If you have any questions, now is the time to ask.
- Turn on your radio and set the volume level to a comfortable level. Test the channel setting and volume level by doing a quick “radio check” with another radio operator.

### Operating the radio:

- Radios can only send or receive, not both at the same time. Before trying to talk to someone, you need to make sure the channel is not in use. Always listen for 10 to 15 seconds before pressing the “Push to Talk” (PTT) button.
- Before you call someone, decide what it is you want to say. This may sound silly, but you can often hear people making a bunch of noise, but not really conveying any information. This is a waste of air time that someone else might require.
- To call another station, push the PTT button, and wait 1 second before beginning to speak. Many people make the mistake of starting to talk before they push the PTT. This simply means that the person on the other end will ask you to repeat what you have said. Make sure you let go of the PTT after you finish speaking as well!
- Hold the microphone about 4 inches away from your mouth, and talk across the face of the microphone rather than directly into it. Talk in at a normal voice level. You will sound much clearer than if you hold the microphone really close and or yell into it.
- The radios have belt clips to hold them when not in use. To get the best range out of the radio, hold it up at head height or above, with the antenna vertical.
- **Tactical calls** should be used instead of an individual's name. This allows everyone on the frequency to know which radio operators are communicating without having to resort to a list of people and their assignments.
- To get the attention of a specific station, use this format: **“Event Control, this is Water Station 3 calling”**. By using the called station name first, the operator has a chance to key in on the transmission and recognize who is calling them.
- If you do not get a response to your call, and having waited 5 to 10 seconds for a response, give a second call.
- If the called station does not respond after a couple attempts, you could add the name of the person to the call if you know it. **“John Smith at Water Station 3, this is Event Control calling”**
- If you hear someone calling your station, respond as such: **“Event Control, this is Water Station 3, go ahead”**
- While communicating with another station, you should use the procedural word **“Over”** just before you let go of the PTT during your communication.
- Leave a second or two pause before you key up to reply. This will allow anyone with emergency communication a chance to break in on the conversation.
- When you are finished your communication, you would use the procedural word **“Out”**
- The reason for using the procedural words above is in case other people on the channel can only hear one person in the conversation. By listening for the procedural word **“Out”**, they can tell that the conversation is over, and the channel is clear for them to make a call.

- Keep your transmissions short and to the point. Long rambling transmissions can be a problem, especially if another station has an emergency and needs to get help right away.
- If you are transmitting information about a participant or some other set of information, write it down before making your call. Asking for the spelling of a participant's surname while the PTT is pressed causes a lot of confusion. Have all the information ready before you make the call. It also allows you to have the information on hand if asked for it again later.
- For words that are difficult, (ie foreign surnames) spell them out with phonetics. (see list below)

## Emergency Procedures

In the event of an emergency all non-essential communications **MUST** cease.

To declare an emergency, press the PTT and say **“Emergency”** plus your tactical call, or name. The control station on the channel should respond to the declared emergency. All other stations should stay off the channel. The only exception is if there is no response to the emergency call by the control station. If you hear an emergency call that is not being answered, you should be prepared to copy any information from the station declaring the emergency, and relay that information on to the control station. To let the control station know that you are relaying the information, use the call format **“Event Control this is Water Station 3 with emergency relay information”**

If you are declaring an emergency, you should be prepared to state the nature of the emergency, and your location, plus any pertinent information required by the control station. Remember to speak slowly and clearly. It is easy to rush and talk loudly when stressed, but it will simply slow down the communication and response.

Only after the emergency situation has been fully dealt with, will the control station confirm that normal communications can resume.

A – Alfa	N – November
B – Bravo	O – Oscar
C – Charlie	P – Papa
D – Delta	Q – Quebec
E – Echo	R – Romeo
F – Foxtrot	S – Sierra
G – Golf	T – Tango
H – Hotel	U – Uniform
I – India	V – Victor
J- Juliette	W – Whiskey
K – Kilo	X – X-ray
L – Lima	Y - Yankee
M- Mike	Z – Zulu

Remember, all of this information is simply suggestions on how to get the most out of your radio. It is an art form to be able to communicate via radio in a clear concise and professional manner. There are many people that have been communicating via radio for years that can not do so. If you can follow all of the above suggestions, that's great. You'll sound like professional on the air. Simply do the best you can, that's all we can ask!

J. Ewen 05-Jul-20

## **HUMAN SAFETY AND PROPERTY CONCERNS RELATED TO BEARS AND THE DAVID THOMPSON BRIGADE**

Stephen Herrero, Biologist, April 2008

During May and June some bears are attracted by the early green-up that occurs along river valleys. FECB paddlers and support teams may encounter bears. Due to the size of the N. Saskatchewan River and the voyageur canoes (both large) there is little concern regarding encountering a bear in the water. Bears are good swimmers and can easily avoid a large canoe, as can people in a canoe avoid a bear in the water. Bears will be more likely encountered anywhere along the river's shores and somewhat inland. The most probable species to encounter is the American black bear. While in the mountains and foothills, possible sightings or meetings with grizzly bears could occur. My purpose here is to alert teams to the possibility of bear encounters. Those concerned regarding what to do to stay safe in bear country and how to avoid getting a bear into trouble might look at the Alberta government's pamphlet regards safety around bears for recreationalists,

[http://www.srd.gov.ab.ca/fishwildlife/livingwith/bearfacts/pdf/Bear\\_Recreation\\_brochure.pdf](http://www.srd.gov.ab.ca/fishwildlife/livingwith/bearfacts/pdf/Bear_Recreation_brochure.pdf)

or they may wish to view *Staying Safe in Bear Country*. This video/DVD was made by experts. It is available for about \$20 from Distribution Access

<http://www.trainingaccess.ca/main.cfm?where=content/seriesDetails&seriesId=51414>

Stress that you want it for home viewing only, if this is the case, or you will be asked to pay \$69 for public viewing rights.

Those wishing a broader perspective and understanding of bears and humans might enjoy my book *Bear Attacks: Their Causes and Avoidance*, 2003, published by McClelland and Stewart.

A particular concern is that our food and cooking don't attract bears. I hope all teams will not leave anything edible around without someone being there. All food and edible garbage should be locked inside of vehicles when unattended or during the night. Immaculately clean camps will be our best bet for safety for people and bears.

When walking on shore anticipate the possibility of meeting a bear. Go prepared.

There may be opportunities for observing bears from canoes. Waterproof binoculars will be great for this and other wildlife viewing opportunities.

## SSM Canoe Brigade Daily Crew Roster

For each day the evening prior ideally, but certainly prior to departure, crews are to resubmit or update **IN WRITING** their paddling crew shift assignments. Both each paddling crew and the Brigade organizers must be aware of who is in each canoe at all times.

Crew \_\_\_\_\_ Date(s) \_\_\_\_\_

Morning Reach \_\_\_\_\_

Afternoon Reach \_\_\_\_\_

Other \_\_\_\_\_

Crew Leader 1 \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Crew Leader 2 \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Crew Members Paddling: *(please print legibly!)*

	Morning Shift	Afternoon Shift	Other
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Comments:

Submitted by: \_\_\_\_\_

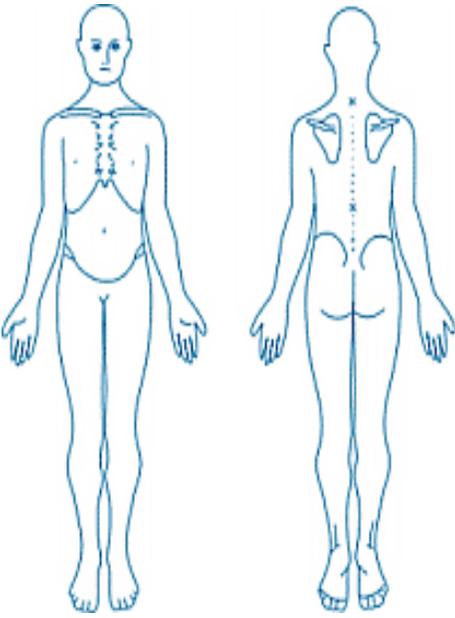
## 2016 SSMCB INJURY REPORT FORM / TREATMENT LOG

Name: \_\_\_\_\_ Canoe Crew: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / 2016 DOB (mm/dd/yy): \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_ Sex: Male Female

Contact (local address): \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Sport/Event: \_\_\_\_\_ Venue: \_\_\_\_\_ **CIRCLE:** Participant / Coach  
/ Referee Spectator / Volunteer

<p><b>Type of Activity at Time of Injury</b></p> <p><input type="checkbox"/> Training  <input type="checkbox"/> Warm-up  <input type="checkbox"/> Competition  <input type="checkbox"/> Cool-Down  <input type="checkbox"/> Other _____</p> <p><b>Reason for Presentation</b></p> <p><input type="checkbox"/> New/Acute Injury  <input type="checkbox"/> Chronic/Aggravated Injury  <input type="checkbox"/> Illness/Medical Condition  <input type="checkbox"/> Other _____</p> <p><b>Body Part Injured</b></p> <p><input type="checkbox"/> Right  <input type="checkbox"/> Left</p> <p><b>Please List/Name</b></p> <p>_____</p> <p>_____</p> <p><b>Please Circle or Shade on Diagram</b></p> <div style="text-align: center;">  </div> <p><b>Medications</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Allergies</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Past Medical Conditions</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Nature of Injury/Illness</b></p> <p><input type="checkbox"/> Abrasion/Road Rash  <input type="checkbox"/> Open Wound/Laceration/Cut  <input type="checkbox"/> Blisters  <input type="checkbox"/> Contusion  <input type="checkbox"/> Sprain (Ligament)  <input type="checkbox"/> Strain (Muscle)  <input type="checkbox"/> Overuse Injury  <input type="checkbox"/> Fracture (including suspected)  <input type="checkbox"/> Dislocation/Subluxation  <input type="checkbox"/> Concussion  <input type="checkbox"/> Loss of Consciousness  <input type="checkbox"/> Cardiac Problems  <input type="checkbox"/> Respiratory Problems  <input type="checkbox"/> Diabetic Reaction  <input type="checkbox"/> Unspecified Medical Condition  <input type="checkbox"/> Other _____</p> <p><b>Specify Injury/Illness</b> _____</p> <p>_____</p> <p>_____</p> <p><b>Mechanism of Injury</b></p> <p><input type="checkbox"/> Slip/Trip/Fall (from same level)  <input type="checkbox"/> Fall (from height)  <input type="checkbox"/> Jumping to shoot or defend  <input type="checkbox"/> Overuse  <input type="checkbox"/> Overexertion  <input type="checkbox"/> Collision or struck by another person  <input type="checkbox"/> Collision with a fixed object  <input type="checkbox"/> Struck by sports equipment  <input type="checkbox"/> Temperature related (hypo/hyper)  <input type="checkbox"/> Other _____</p> <p><b>Incident Details:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Treatment Given</b></p> <p><input type="checkbox"/> Participant refused treatment  <input type="checkbox"/> RICE  <input type="checkbox"/> Sling/Splint  <input type="checkbox"/> Wound Dressing  <input type="checkbox"/> Athletic Taping  <input type="checkbox"/> Massage  <input type="checkbox"/> Chiropractics  <input type="checkbox"/> Other _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Return to Play Recommendation</b></p> <p><input type="checkbox"/> Return to unrestricted activity  <input type="checkbox"/> Advised to return with precautions  Specify _____</p> <p>_____</p> <p><input type="checkbox"/> Advised not to return at present time  <input type="checkbox"/> Participant did not follow recommendation</p> <p><b>Referral</b></p> <p><input type="checkbox"/> No referral needed  <input type="checkbox"/> Physician  <input type="checkbox"/> Rehabilitative Treatment (PT / AT / Chiropractor / Massage)  <input type="checkbox"/> Ambulance Transport (Time: _____)  <input type="checkbox"/> Health Link  <input type="checkbox"/> Refused Referral  <input type="checkbox"/> Other _____</p> <p><b>Treating Medical Personnel</b>  (e.g., Physician, EMS, AT,PT, Nurse, 1<sup>st</sup> Aider etc)</p> <p>_____</p> <p><b>X</b> _____  <b>Signature of Medical Personnel</b></p> <p><b>X</b> _____  <b>Print Medical Personnel Name</b></p> <p><b>X</b> _____  <b>Signature of Injured Participant</b></p> <p><b>Date:</b> ___ / ___ / 2008</p>
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